



ACT Government Gazette

Gazetted Notices for the week beginning 03 September 2020

VACANCIES

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

Professional Services

Finance Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 42823)

Gazetted: 04 September 2020

Closing Date: 18 September 2020

Details: The Finance Officer, Professional Services is a key position in the ACT Audit Office, providing the range of financial support necessary to ensure the efficient and effective operations of the ACT Audit Office.

The Finance Officer works under the general guidance and direction of the ACT Audit Office's Chief Financial Officer and supports the Senior Director, Professional Services at key times of the financial year.

In this role you will be responsible for budgetary and financial management, taxation compliance and reporting, corporate reporting and assisting in the general administration of the ACT Audit Office.

The role requires experience of budgeting and monitoring financial performance, accounting experience in preparation of accrual financial statements using Australian Accounting Standards, management reporting and the ability to manage competing priorities to meet deadlines. The role requires well-developed communication and interpersonal skill to work and liaise with colleagues and external clients, at all levels.

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting or progress towards obtaining such qualifications is highly desirable. Experience with financial management systems such as MYOB would also be an advantage.

All 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 an Australian Government Security Vetting Agency clearance at 'Baseline' level while employed at the ACT Audit Office. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

Note: This is a temporary position available from 28 September 2020 until 5 October 2021, with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to provide a copy of your curriculum vitae and a pitch (no more than two single sided A4 pages) outlining why you are the best candidate for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Basu Banka (02) 6207 0987 Basu.Banka@act.gov.au

ACT Health

Selection documentation for the following positions may be downloaded from
<http://www.health.act.gov.au/employment>.
Apply online at <http://www.health.act.gov.au/employment>

Health System Policy and Research

Health System Planning and Evaluation

Community Sector Contracts and Grants Unit

Contracts Administration Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 27255)

Gazetted: 09 September 2020

Closing Date: 16 September 2020

Details: The Contract Administration Officer role sits within the Community Sector Contracts and Grants Unit (CSCGU), a centralised administrative team for contract management and procurement. CSCGU is responsible for the procurement and development of most contractual instruments with ACT Health Directorate funded organisations providing services in the community. This includes Non-Government Organisations (NGOs) and other government entities funded to deliver services in the ACT.

As the Contracts Administration Officer you will work closely with the Director CSCGU and other members of the team to undertake contract management administration activities including:

Processing of invoices in APIAS and generating Recipient Created Tax Invoices (RCTI) for payments;

Drafting Internal Minutes to senior management;

Responding to internal and external stakeholders in relation to payment enquiries;

Developing, managing and maintaining effective relationships with key internal and external stakeholders; and

Undertaking other duties appropriate to this level of classification that contribute to the Directorate.

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

How to Apply: Please provide a written response to the Selection Criteria of no more than two pages, along with your curriculum vitae and the contact details of two referees, one being a current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Weir (02) 5124 9761 tania.weir@act.gov.au

Digital Solutions Division

Future Capability and Governance

Digital Health Record Hub

Director, Test Management

Senior Information Technology Officer Grade B \$128,286 - \$144,418, Canberra (PN: 49029)

Gazetted: 04 September 2020

Closing Date: 18 September 2020

Details: The Digital Health Record is an exciting initiative that will transform the way health care is provided in the ACT public health system. The Digital Health Record will record all interactions between a person and ACT public health services. This will include Canberra's major hospitals, community health centres and walk-in centres.

Clinical, administrative and management staff in partnership with health care consumers will have an important role in optimising and implementing the Digital Health Record. The Digital Health Record Program team will be comprised of approximately 120 staff with administrative, technical, clinical and nursing backgrounds. All staff recruited to the Digital Health Record Program will be appropriately trained and supported to fulfil the diverse and demanding nature of the work. The Digital Health Record Program has an opening for an experienced Test leader. The Director, Test Management will be responsible for the development and implementation of a contemporary testing strategy for the Digital Health Record. This role will be critical to the success of the implementation of the Digital Health Record. As timing is critical to the success of the Program, long periods of leave may not be supported and there will be a need to consider the requirements of the Program when planning annual leave. Should you be transferring from another ACT Government Directorate with a large outstanding leave balance, you will be asked to develop a leave management plan with your substantive manager prior to commencement. ACT Health supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately until 27 January 2023 with the possibility of an extension and/or permanency. It is important that you can commit to this full period. An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months.

How to Apply: Please submit a written application of no more than two pages responding to the Selection Criteria outlined in the Position Description. Please also submit a curriculum vitae, and contact details of at least two referees, one of whom should be your current manager. If shortlisted, please note that an aptitude test will be utilised as part of the selection process.

Applications should be submitted via the Apply Now button below.

Contact Officer: Justine Spina (02) 5124 9040 justine.spina@act.gov.au

**Health System, Policy and Research
Public Health Protection and Regulation
Health Protection Service/Health Emergency Management Unit
Assistant Director – Emergency Planning Coordinator
Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 19119)**

Gazetted: 04 September 2020

Closing Date: 18 September 2020

Details: Emergency Planning Coordinator, Health Emergency Management Unit, Health Protection Service. The ACT Health Directorate is seeking an experienced individual to fill the position of Emergency Planning Coordinator, Health Emergency Management Unit (HEMU), Health Protection Service within the Public Health, Protection and Regulation Division.

The Health Emergency Management Unit (HEMU) provides direction and coordination to support the ACT Health sector in responding to incidents, emergencies, public health risks and disasters that occur locally, nationally and internationally.

The HEMU consists of specialist personnel working collaboratively to address all aspects of health emergency management through an all hazards prevention, preparedness, response and recovery (PPRR) framework. The unit's goal is to ensure that the ACT Health sector can respond effectively to incidents, emergencies and disasters. The Emergency Planning Coordinator, HEMU will assist in maintaining a high level of health response readiness for all hazard incidents, events and emergencies that have the potential to adversely affect public health or the provision of health services within the ACT.

The successful applicant will ideally demonstrate high quality policy development support and advice to the Director HEMU and the Chief Health Officer in a public health emergency management context.

Eligibility/Other Requirements:

Mandatory:

Undergo a pre-employment National Police check.

Designated Security Assessed Position – Possessing a minimum Negative Vetting 1 security clearance

Current driver's licence.

Desirable:

Relevant skills and experience with secretariat and briefing functions and policy research and implementation are highly desirable, as well as the ability to work in a high tempo operational environment.

Note: This position will also be required to participate in an after-hours on-call duty officer roster. 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 similar vacancies over the next 12 months.

How to Apply: You can apply by providing a written statement of no more than three pages using the Position Description as a guide, telling us why you are the ideal candidate for this position. Please also include a curriculum vitae and contact details for two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Kelly (02) 5124 9059 Chris.Kelly@act.gov.au

**Digital Solutions Division
Future Capability and Governance
Digital Health Record Hub
Director, Training
Senior Information Technology Officer Grade B \$128,286 - \$144,418, Canberra (PN: 48998)**

Gazetted: 04 September 2020

Closing Date: 18 September 2020

Details: The Digital Health Record is an exciting initiative that will transform the way health care is provided in the ACT public health system.

The Digital Health Record will record all interactions between a person and ACT Public Health Services. This will include Canberra's major hospitals, community health centres and walk-in centres. Clinical, administrative and management staff in partnership with health care consumers will have an important role in optimising and implementing the Digital Health Record.

The Digital Health Record Program team will be comprised of approximately 120 staff with administrative, technical, clinical and nursing backgrounds.

All staff recruited to the Digital Health Record Program will be appropriately trained and supported to fulfil the diverse and demanding nature of the work.

The Digital Health Record Program has an opening for a Director, Training. The Director will be responsible for the development and delivery of the training strategy for the Digital Health Record Program. The successful candidate will engage effectively with a wide range of administrative, management and patient care staff and will lead a team of around 17 training staff to develop high-quality training curriculum and related materials and deliver training to approximately 10,000 staff across ACT public health services.

As timing is critical to the success of the program, long periods of leave may not be supported and there will be a need to consider the requirements of the program when planning annual leave. Should you be transferring from another ACT Government Directorate with a large outstanding leave balance, you will be asked to develop a leave management plan with your substantive manager prior to commencement.

ACT Health 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 as soon as possible until 27 January 2023 with the possibility of an extension and/or permanency. It is important that you can commit to this full period. An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months.

How to Apply: Please submit a written application of no more than three pages responding to the Selection Criteria outlined in the Position Description. Please also submit a curriculum vitae, and contact details of at least two referees, one of whom should be your current manager. If shortlisted, please note that an aptitude test will be utilised as part of the selection process.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sandra Cook (02) 5124 9129 sandra.cook@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

Canberra Health Services

Division of Surgery

Department of Anaesthesia

Visiting Medical Officer - Anaesthetist

Visiting Medical Officer, Visiting Medical Officer: Sessional rate, Canberra (PN: VMO)

Gazetted: 08 September 2020

Closing Date: 21 September 2020

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

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

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

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented except for organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and online journals and textbooks.

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital & Health Services/Canberra Health Services for clinical/research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Imogen Mitchell, Dean, ANU Medical School (02) 6125 2622 dean.medicalschool@anu.edu.au

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only three hours away by road. For more information on our great city and your future, visit:

<http://www.canberrayourfuture.com.au/>

Overview of the work area and position

Canberra Health Services are looking for experienced Visiting Medical Officer (VMO) Anaesthetists to assist in meeting the ever-increasing service demand of a swiftly growing population. We are seeking anaesthetists who are engaged to grow the next generation of anaesthetists as we expand our service into the Surgical Procedures, Interventional, Radiological and Emergency (SPIRE) precinct which is due to open on the main Canberra campus in 2024. Learn more about SPIRE go to www.health.act.gov.au/about-our-health-system/planning-future/spire-project.

The Canberra Health Services Department of Anaesthesia, Peri-operative Medicine and Pain Management is a busy department that facilitates over 32,000 anaesthetic procedures (elective and emergency) per year. Perioperative Medicine has become a significant focus of our department. We operate in a variety of environments, including Canberra Hospital which is the largest tertiary and trauma facility in the region, Calvary Public Hospital, John James Calvary Hospital, National Capital Private Hospital and other private day surgery locations within Canberra.

The breadth of anaesthetic procedures undertaken are all encompassing (cardiac, neurosurgery, and neonatal surgery) except for solid organ transplant. As the primary teaching hospital and major trauma centre for ACT and the Southern NSW region, exposure to interesting cases is a certainty.

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

Eligibility/Other Requirements:

Mandatory:

- Be registered or be eligible for unconditional registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Hold a Fellowship of the Australian and New Zealand College of Anaesthetists.
- Be an Australian Citizen or permanent resident of Australia.

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

- Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).
- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Note: Visiting Medical Officer Contracts will be for a three-year term. The generic VMO contract is available online:

<http://www.legislation.act.gov.au/ni/2013-381/default.asp>

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

Contact Officer: Jeremy Crane, Office Manager Anaesthesia (02) 5124 3245

Chief Operating Officer Clinical Services

Rehabilitation, Aged and Community Services

Oral Health Services

Administration Officer

Administrative Services Officer Class 2 \$57,454 - \$63,443, Canberra (PN: 46920)

Gazetted: 07 September 2020

Closing Date: 23 September 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:

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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 Dental Health Program is in the Division of Rehabilitation, Aged and Community Services and offers a range of public dental services to the community including:

Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school.

Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card.

Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Whilst providing services that include, preventative dental interventions and health promotion, emergency dental care, restorative and prosthetic dental care and some orthodontic interventions for eligible clients.

These services are delivered in the community to:

Gungahlin Health Centre.

Belconnen Health Centre.

Civic Health Centre.

Phillip Health Centre.

Tuggeranong Health Centre.

Alexander Maconochie Centre.

Mobile Dental Clinics.

Under direction, you will provide data entry into a clinical record as well as appropriate spreadsheets, along with general administration duties as required.

Eligibility/Other Requirements

Desirable:

Previous experience in an administration role and/or knowledge of dental terminology and item numbers.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a temporary position available until 30 June 2021.

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

Contact Officer: Karen Macdonald (02) 51241725 karen.macdonald@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Alcohol and Drug Program

Youth Counsellor

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 29107)

Gazetted: 03 September 2020

Closing Date: 10 September 2020

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

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

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

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

A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, 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 several 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 Alcohol and Drug Services (ADS) is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality alcohol and other drug services that are guided by the principles of harm minimisation. The ADS provide a range of specialist services for people affected by alcohol and other drug use incorporating 6 areas including:

Opioid Treatment Services

Medical Services,

Consultation and Liaison Service,

10 bed Inpatient Withdrawal Service

Police and Court Drug Diversion Service

Counselling and Treatment Services

The Counselling and Treatment Service (CTS), is a contemporary, client-centred, stepped, integrated model of treatment using evidence-based service providing high quality care, guided by principles of harm minimisation. Services include the provision of counselling, psychotherapy and a range of psycho educational and therapeutic groups with people who have hazardous or harmful alcohol and other drug use as well as substance abuse and substance disorders.

The Youth Drug and Alcohol Program (YDAP) is a tertiary service within CTS for young people from 12 -25 years with complex alcohol and drug issues, both within a custodial environment, community health centres and outreach settings.

Eligibility/Other Requirements

Mandatory:

For Social Work:

Degree in Social Work

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

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

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

For Psychology:

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

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

For Counselling: - Eligible qualification pathways

Pathway 1

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

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

AND

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

OR

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

Pathway 2

Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course

AND

Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course

OR

(ii) Three-year part-time ANZAP training in the Conversational Model.

Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.

Desirable:

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS credentialing requirements for allied health.

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

Note: This is a part-time permanent position available at 22.03 hours per week and the full-time salary noted above will be paid pro-rata.

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

Contact Officer: Katherine Soulsby (02) 5124 1590 kate.soulsby@act.gov.au

Infrastructure and Health Support Services

Finance and Business Intelligence

Supply Services

Health Service Officer

Health Service Officer Level 7 \$64,220 - \$67,817, Canberra (PN: 21198)

Gazetted: 03 September 2020

Closing Date: 10 September 2020

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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.

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

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

The successful applicant will be responsible for coordinating all aspects of the Facilities Management (FM) Storeroom, including scanning and delivery of stock to designated imprest stores in a safe, efficient and professional manner.

Eligibility/Other Requirements:

Desirable:

Duties of the position include the requirement to occasionally drive vehicles, therefore possession of a class MR/HR/MC driver's licence and a forklift licence would be highly desirable or a willingness to obtain one.

Experience in a procurement, warehousing environment and relevant work experience highly desired.

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*.

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

Contact Officer: Jacqueline Williams (02) 5124 3109 jacqueline.williams@act.gov.au

Clinical Services

Surgery

Surgical wards

Custodial Health Registered Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 32880, several)

Gazetted: 03 September 2020

Closing Date: 10 September 2020

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

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 Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides 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 people's home. These services include:

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Dhulwa Mental Health Unit

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

At this level you will provide clinical care for adults and young people in custody in the ACT. This role requires a high level of clinical skills, reasoning, critical thinking and knowledge. The role is required to provide leadership and guidance for colleagues and stakeholders that aids the facilitation of ongoing development of excellence in clinical practice and optimal patient outcomes within this patient group.

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

This role will be required to work across Justice Health facilities at the Alexander Maconochie Centre and Bimberi Youth Justice Centre as well as other sites as required by the service.

Eligibility/Other Requirements:

Mandatory:

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

Highly Desirable

Post graduate qualifications (or working towards) in relevant field.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Amanda Chase (02) 6205 3372 amanda.chase@act.gov.au

Clinical Support Services

Revenue Data

Revenue Support Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 23038)

Gazetted: 08 September 2020

Closing Date: 22 September 2020

Details: About us

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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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:

This position is responsible for review of, and basic reporting on data accuracy and completeness related to revenue capture for Canberra Hospital and Health Service and providing advice/training to front line staff related to revenue capture activities.

Eligibility/Other Requirements:

Desirable:

Intermediate to advanced knowledge of the Microsoft Office suite of programs

Recent administration experience

Minute taking and writing (or ability to obtain)

Strong Microsoft Outlook calendar management for a senior executive

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

Undergo a pre-employment National Police check.

Note:

This is a temporary position available until 20 January 2021.

Contact Officer: Jade McGlashan (02) 5124 9031 jade.mcglashan@act.gov.au

Women, Youth and Children

Women, Youth and Children Community Health Programs

Dietitian

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 22022)

Gazetted: 03 September 2020

Closing Date: 17 September 2020

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Overview of the Work Area and Position

The Women, Youth and Children Community Nutrition team works with individuals, families and communities to improve health and well being through delivery of evidence-based nutrition care. Our goal is to support clients to eat well, enjoy nourishing foods and develop a positive relationship with food and their body. We strive to deliver respectful care, working in partnership to meet the expressed needs of the client in a safe environment. Our team provides a range of services including individual dietary assessment, care planning and counselling for infants, children, young people and pregnant and breastfeeding women, and education programs for staff and client groups. The team provides outreach services for the Women's Health Service and Eating Disorders Program and coordinates the School Kids Intervention Program (SKIP) for children with obesity.

Dietitians in the team are responsible operationally and clinically to the Women, Youth and Children Community Health Programs Nutrition Manager and professionally to the Profession Lead for Nutrition.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in Nutrition and Dietetics and eligibility for membership of the Dietitian's Association of Australia

Current driver's licence

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

HP3: Applicants must have a minimum of three years (ideal five years) post-qualification experience.

Desirable

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

Strong organisational skills with a high degree of drive

High level communication skills

Ability to work well in a small team and independently

Highly conscientious and professional in all aspects of work.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

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

Note: This is a temporary position available for 12 months with the possibility of extension. The position may be filled on written application only.

Contact Officer: Tracy Harb (02) 5124 1395 Tracy.Harb@act.gov.au

Strategy Policy and Planning

Territory Wide Surgical Services COVID project

Project Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 48749)

Gazetted: 03 September 2020

Closing Date: 17 September 2020

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Overview of the work area and position:

Territory Wide Surgical Services forms part of the Clinical Operations Division within Canberra Hospital and Health Services of CHS and supports the provision of effective public surgical services in ACT public hospitals.

The role of the Territory Wide Surgical Services Team is to establish, review and update policy that governs the management of elective surgery for ACT public hospitals. The service also provides support for initiatives to improve the efficiency and effectiveness for elective surgery including managing access to surgery through the Central Waitlist Service and the Telephone information Service.

A key strategic priority for this service is to deliver timely access to effective and safe hospital care. Therefore, another key role of this service is to work collaboratively with all hospitals to develop and implement Territory Wide initiatives that are aimed at improving access to elective surgery and services.

The Territory Wide Surgical Services Team is seeking applications from highly motivated and organised individuals interested in joining a dynamic team who are leading new surgery initiatives across the Territory. This exciting opportunity includes assisting in the management of patients waiting for elective surgery in the ACT. The successful applicant will be customer focused and possess excellent communication, interpersonal and problem-solving skills required to respond to consumers relating to the Elective Surgery Waiting List.

Eligibility/Other Requirements:

Desirable:

Experience in the use of the ACT Patient Administration System and a high level of keyboard and administrative skills in a health environment would be an advantage.

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

Contact Officer: Sue Simpson (02) 5124 9079 Sue.Simpson@act.gov.au

Clinical Services

Medicine

Endocrinology/Diabetes Service

Office Manager/Personal Assistant

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 21546)

Gazetted: 03 September 2020

Closing Date: 10 September 2020

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Overview of the work area and position

Endocrinology is the study of hormone-producing (endocrine) glands and the diagnosis and treatment of endocrine disorders, including diabetes. Canberra Health Services Diabetes Service is an interdisciplinary team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community-based locations within the ACT. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes.

Applications are sought to fill a temporary, full time vacancy, in the Office Manager/Personal Assistant role for the Endocrinology and Diabetes Department. This position provides administrative support to the Department Director and across various locations. The Office Manager/PA will work with the department's interdisciplinary

teams, lead improvement projects and work effectively with internal and external stakeholders across various functions and assist in providing high level customer service and ambulatory services.

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

Eligibility/Other Requirements

Desirable:

Knowledge and experience with CHS information management systems, including ACTPAS, CPF and the Clinical Portal,

Experience with medical terminology and typing.

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).

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

Contact Officer: Leticia Campbell (02) 5124 5311 leticia.campbell@act.gov.au

Medicine

Renal Outpatients

Renal Dialysis Access Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 13945)

Gazetted: 07 September 2020

Closing Date: 21 September 2020

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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 CHS Renal Service offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW Local Health District. These services include: Chronic Kidney Disease (CKD) program; acute, satellite and home dialysis; renal transplantation, dialysis access and renal supportive care program. 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 Dialysis Access Nurse is based in Renal Outpatients at Canberra Hospital and reports to the Clinical Nurse Consultant of Renal Outpatients.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note: This is a temporary position for available for four months with the possibility of extension. This position is fulltime working Monday to Friday.

Contact Officer: Helen McFarlane (02) 5124 3062 Helen.McFarlane@act.gov.au

Rehabilitation and Specialty Services

Adult Mental Health Rehabilitation Unit

Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 21894)

Gazetted: 07 September 2020

Closing Date: 23 September 2020

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

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.

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Overview of the Work Area and Position

The Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within CHS and provides 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 home. These services include:

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Dhulwa Mental Health Unit

Adult Mental Health Rehabilitation Unit (AMHRU) is a 20 bed inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. Service delivery is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders.

AMHRU is seeking enthusiastic and highly skilled Registered Nurses level 2. At this level it is expected that you will provide clinical leadership and guidance to the nursing workforce, as well as provide clinical support to assist with nursing care, treatment and recovery goals of persons within a therapeutic rehabilitation environment. You will provide regular input into, and form an integral part of the multidisciplinary team and apply educational and quality improvement processes to the therapy program undertaken within the AMHRU.

All team members are required to undertake professional development and supervision and participate in quality initiatives.

The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Peer Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements:

Mandatory:

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

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

Highly Desirable

Experience within a mental health rehabilitation setting.

Clinical leadership experience in a mental health setting

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This is a temporary position available for six months with the possibility of extension. The AMHRU positions work a 24/7 rotating roster, including night shift and provides clinical leadership and guidance to staff as well as person centred nursing care.

Contact Officer: Toni Cooper (02) 5124 0220 toni.cooper@act.gov.au

People and Culture

Workforce Planning and Inclusion

Assistant Director Workforce Planning

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 42873)

Gazetted: 08 September 2020

Closing Date: 24 September 2020

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Overview of the Work Area and Position

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

People and Culture portfolio delivers strategically-aligned workforce solutions in areas including change management, diversity and inclusion, learning and development, industrial and employee relations, pay and benefits, rewards and recruitment.

The Branch 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 Canberra Health Services to deliver on its strategic agenda. Quality expert advice and support is provided through the People Strategy and Services integrated teams.

Eligibility/Other Requirements:

Desirable:

Qualification in a related field

Knowledge of complex health workforce

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for 12 months with the possibility of permanency. Please be aware that this role is being advertised in conjunction with a SOG C Manager, Workforce Planning position (eReq: 01RK3). If you wish to be considered for both roles you will need to apply for both positions.

Contact Officer: Kyra Maher (02) 5124 9553 Kyra.Maher@act.gov.au

Clinical Services

Division of Critical Care

Intensive Care Unit

Clinical Support Nurse - Intensive Care Unit

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 14142)

Gazetted: 08 September 2020

Closing Date: 22 September 2020

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Overview of the Work Area and Position

The Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department, Medical Emergency Team, Early Recognition of the Deteriorating Patient program, Trauma Services and the Capital Region Retrieval Service.

The Intensive Care Unit is a 31 bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS.

The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma.

The unit participates in local, national and international multi-disciplinary and multi-centre research, and has a strong commitment to teaching.

The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650,000.

It is a modern 670+ bed hospital providing most major medical and surgical sub-specialty services.

This position provides high level support in coordinating and managing the undergraduate, graduate, post

graduate and unit education programs in the Intensive Care Unit to facilitate the learning needs of nursing staff.

Applicants should be self motivated and be able to work under minimal direct supervision. There is an expectation that the successful applicant will coordinate and participate in the delivery of clinical supervision, as well as maintain accountability for their own practice standards, education activities delegated to others, and the guidance and development of Intensive Care Unit nursing staff.

Eligibility/Other Requirements:

Mandatory:

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

Holds or progressing towards a relevant tertiary qualification at a Masters level.

Has demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years.

Previous clinical education experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This is a permanent position available from 5 November 2020.

Contact Officer: Genevieve Harrigan 0402 396 092 genevieve.harrigan@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services: Home Assessment and Acute Response Team (HAART)

Home Assessment and Acute Response Team (HAART) Registered Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 41611)

Gazetted: 03 September 2020

Closing Date: 31 August 2020

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

Overview of the work area and position

Mental Health, Justice Health, Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people access to our service is encouraged

in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home. These services include:

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

Rehabilitation and Specialty Mental Health Services

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

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

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

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

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

HAART operates an extended hours service, operating seven days a week and the position holder will be required to work a rotating roster including morning, evening shifts, on call arrangements and public holidays.

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

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

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

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

Eligibility/Other Requirements

Mandatory:

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

Hold a current driver's licence.

Desirable:

Post Graduate qualifications in Mental Health Nursing or working towards.

Previous working clinical working experience with clients with mental health needs and or drug and alcohol needs.

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).

Comply with CHS credentialing and scope of clinical practice requirements for Registered Nurses.

Contact Officer: Peter Sheils (02) 5124 2212 Peter.J.Sheils@act.gov.au

Clinical Services

Deputy Chief Executive Officer

Territory Wide Surgical Services

Assistant Director of Nursing

Registered Nurse Level 4.1 \$122,360, Canberra (PN: 48609)

Gazetted: 04 September 2020

Closing Date: 18 September 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.

Overview of the work area and position

The Assistant Director of Nursing (ADON) COVID Re-Boot Program holds a senior nursing leadership position within the Deputy Chief Executive Officer Division. The ADON is responsible for the management of the COVID Re-Boot program which includes senior level liaison across both public and private healthcare facilities.

The ADON is responsible, with the Senior Manager Territory Wide Surgical Services for the physical, fiscal and human resources as well as 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 be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

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.

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

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

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

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

Contact Officer: Jelena Gissane Ph: (02) 5124 9035 jelena.gissane@act.gov.au

Clinical Services

Medicine

Gastroenterology and Hepatology

Booking and Scheduling Team Leader

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 17238)

Gazetted: 09 September 2020

Closing Date: 16 September 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

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

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

Overview of the work area and position

Canberra Hospital and Health Services Gastroenterology and Hepatology Department offers specialist and nurse consultation, and endoscopic services for persons with digestive diseases, including liver and biliary tract disease, of the ACT and surrounding region.

The Unit provides:

Inpatient care of patients with gastroenterological and diseases;

Consulting service;

Endoscopic procedures;

Clinics for patients with viral hepatitis, liver disease, inflammatory bowel disease, inherited gastrointestinal cancer and complex gastrointestinal disorders; and

Clinics, support and follow up for participants in the National Bowel Cancer Screening Program.

This position requires high level management and operational services to the booking and scheduling of the Gastroenterology department. Including the management of the booking and scheduling team, consisting of six Administrative Service Officer employees. This position requires strong knowledge of the GEHU department, the sub-specialties, and the processes used to complete administrative duties. This role requires a demonstrated high level of knowledge and ability in the use of health-based IT systems including but not limited to, ACTPAS and Clinical Portal.

Eligibility/Other Requirements

Desirable:

Knowledge of ACT Patient Administration System (ACTPAS) and Clinical Portal is highly desirable but not essential. Previous experience working in the health sector.

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 12 months with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months.

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

Contact Officer: Victoria Schmahl (02) 5124 3028 victoria.schmahl@act.gov.au

Chief Operating Officer Clinical Services

Rehabilitation, Aged and Community Services

Oral Health Services

Liaison Officer - Operation Reboot

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 49109)

Gazetted: 07 September 2020

Closing Date: 23 September 2020

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Our Values: Reliable, Progressive, Respectful and Kind

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

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

Overview of the work area and position

The Dental Health Program (DHP) provides services from the CHS Community Health Centres as well as from the Mobile Dental Clinic to eligible adults, children and Youths. The Liaison Officer position is currently located in Civic and is part of the Dental Administration Team.

Under limited direction, you will play a key role in the coordination of clients removed from the Dental Health Program Waiting lists including referral to external providers, processing of claims for payment and liaising with both internal and external stakeholders.

Eligibility/Other Requirements

Desirable:

Previous experience in a dental environment and an understanding of item numbers

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a temporary position available until 30 June 2021

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

Contact Officer: Karen Macdonald (02) 51241725 karen.macdonald@act.gov.au

Chief Operating Officer Clinical Services

Rehabilitation, Aged and Community Services

Oral Health Services

Liaison Officer

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 26590)

Gazetted: 07 September 2020

Closing Date: 23 September 2020

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Our Values: Reliable, Progressive, Respectful and Kind

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

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 Dental Health Program (DHP) provides services from the CHS Community Health Centres as well as from the Mobile Dental Clinic to eligible adults, children and Youths. The Liaison Officer position is currently located in Civic and is part of the Dental Administration Team.

Under limited direction, you will play a key role in the coordination of clients removed from the Dental Health Program Waiting lists including referral to external providers, processing of claims for payment and liaising with both internal and external stakeholders.

Eligibility/Other Requirements

Desirable:

Previous experience in a dental environment and an understanding of item numbers.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Karen Macdonald (02) 51241725 karen.macdonald@act.gov.au

Acute Allied Health Service

Nutrition Department

Dietitian

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 48753)

Gazetted: 08 September 2020

Closing Date: 22 September 2020

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

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 Nutrition Department is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services. Services include;

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities

Food Service governance activities in partnership with the Canberra Hospital Food Service Department

Under supervision, you will provide clinical dietetic services across the Canberra Health Services and contribute to service improvement and quality improvement/quality assurance activities of the department.

This role is required to participate in an after-hours roster, including potential for weekend and public holiday work.

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

Eligibility/Other Requirements:

Mandatory:

Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics or equivalent.

Eligible for membership of the Dietitians Association of Australia, and eligible to hold Accredited Practising Dietitian (APD) credential.

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

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check;

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

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

Notes: This is a part-time temporary position available for 11 months at 18.37 hours per week and the full-time salary noted above will be paid pro-rata. This position may be required to participate in overtime, on call, and rotation roster. Some weekend and public holiday duty will be required. The position is based at Canberra Hospital however will be required to work across Canberra Health Services sites and undertake patient home visits.

Contact Officer: Andrew Slattery (02) 5124 2544 andrew.slattery@act.gov.au

Cancer and Ambulatory Services

BreastScreen ACT

Senior Promotions and Quality Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 17547)

Gazetted: 08 September 2020

Closing Date: 24 September 2020

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

Overview of the work area and position:

BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to all women over 40 years in the ACT. The program has a target age group of women between 50 and 74 years.

BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip and Belconnen Health Centres. All assessments are carried out at the Canberra city clinic.

Under direction of the Promotions and Quality Manager, the Senior Promotions and Quality Officer is responsible for supporting the management of the promotion of the BreastScreen ACT Program to women in the target age range and relevant internal and external stakeholders to increase screening participation rates. Additionally, the role involves monitoring and progressing quality improvement activities within the BreastScreen Program.

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

Eligibility/Other Requirements:

Highly desirable:

Tertiary qualifications (or equivalent) in Health Promotion.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

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

Note: This is a part-time temporary position available for nine months at 14.42 hours per week and the full-time salary noted above will be paid pro-rata.

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

Women, Youth and Children's Services

Child Health Targeted Support Services

Administration Officer, Women Youth and Children

Administrative Services Officer Class 2/3 \$57,454 - \$70,058, Canberra (PN: 27807)

Gazetted: 08 September 2020

Closing Date: 22 September 2020

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Overview of the work area and position

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

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

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

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community-based services of Canberra Health Services include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities.

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

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

Maternal and Child Health Program

School Team – High School Immunisations and Health Checks

Children at Risk Health Unit

Community Paediatric and Child Health Service

Reporting to the Administration Manager, this position contributes to the daily support of programs within their local area, both front and back of house. This role requires a high level of time management skills with an ability

to liaise effectively with staff at all levels. The role is responsible for one team but can be required at times to move into other teams, where operationally required.

Eligibility/Other Requirements:

Mandatory:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Desirable:

Ability to type with speed and efficiency.

Experience in Microsoft applications; in particular Excel, Word and Outlook.

Hold a current driver's licence.

Note: This position will be filled at either the ASO2 or ASO3 level, dependant on the skills and experience of the successful applicant.

Contact Officer: Christine Hezkial (02) 5124 2776 christine.hezkial@act.gov.au

Chief Operating Officer Clinical Services

Mental Health Justice Health Alcohol and Drug Services

Alcohol and Drug Program

Administration Officer - CADAS

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 45717)

Gazetted: 08 September 2020

Closing Date: 22 September 2020

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Overview of the work area and position

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

Opioid Treatment Services.

Medical Services.

Consultation and Liaison Service.

10 bed Inpatient Withdrawal Service.

Police and Court Drug Diversion Service.

Counselling and Treatment Services

The ADS are seeking an administrative assistant to provide high level administrative support to staff supporting people with substance misuse disorders in the public health sector, specifically clients referred by ACT Policing and ACT Courts for assessment and referral to treatment. This includes managing referrals, reporting on data, and assisting with the strategic and operational processes of the Diversion service.

Eligibility/Other Requirements

Desirable:

Current driver's licence.

Previous experience in an Administrative role.

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 12 months.

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

Contact Officer: Jodie Kenny (02) 5124 7967 jodie.kenny@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Oral Health Services

Dental/Oral Health Therapist

Health Professional Level 2 \$66,988 - \$91,962, Canberra (PN: 18691)

Gazetted: 08 September 2020

Closing Date: 22 September 2020

Details: About us

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Overview of the work area and position:

Oral Health Services is in the Division of Rehabilitation, Aged and Community Services and offers a range of public dental services to the community including:

Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school.

Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card.

Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Services include:

Preventative dental interventions and health promotion

Emergency dental care

Restorative and prosthetic dental care

Some orthodontic interventions for eligible clients

Services are delivered in the community as well as:

Gungahlin Community Health Centre

Belconnen Community Health Centre

Civic Community Health Centre

Phillip Community Health Centre

Tuggeranong Community Health Centre

Mobile Dental Clinic

The Dental Therapist/Oral Health Therapist position is a clinical role and is responsible for the provision of oral health therapy services to clients of Oral Health Services. The position may also include participating in the Student

Clinical Placement Program and various outreach programs to the Canberra Community. There is an expectation that the successful applicant will participate in the roster for the Mobile Dental Clinics where required.

Eligibility/Other Requirements:

Mandatory:

Unconditional registration as a dental therapist or oral health therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Minimum of 12 months paid clinical experience as a qualified dental practitioner.

Holder of a Licence Certificate with ACT Radiation Council.

Desirable:

Working experience in the public oral health sector.

Current driver's licence

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

Undergo a pre-employment 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.

Comply with Canberra Health Services credentialing requirements for allied health professionals.

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

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

Contact Officer: Mandy Blyton (02) 512 44163 amanda.t.blyton@act.gov.au

Medicine

Gastroenterology and Hepatology

Booking and Scheduling Officer

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 29586, expected vacancy)

Gazetted: 09 September 2020

Closing Date: 14 September 2020

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

Overview of the Work Area and Position

Canberra Hospital and Health Services Gastroenterology and Hepatology Department offers specialist and nurse consultation, and endoscopic services for persons with digestive diseases, including liver and biliary tract disease, of the ACT and surrounding region.

The Unit provides:

Inpatient care of patients with gastroenterological and diseases;

Consulting service;

Endoscopic procedures;

Clinics for patients with viral hepatitis, liver disease, inflammatory bowel disease, inherited gastrointestinal cancer and complex gastrointestinal disorders; and

Clinics, support and follow up for participants in the National Bowel Cancer Screening Program.

This position provides administrative and office support to the Gastroenterology and Hepatology Unit. Under general direction of the Office Manager and Administration Manager you will be responsible for the booking and scheduling of patient appointments or procedures, referral and RFA management as well providing general reception duties, receive and filter incoming calls and provide a high level of customer service to the GEHU Department. This role requires a demonstrated high level of knowledge and ability in the use of health based IT systems including ACTPAS and Clinical Portal.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

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

Contact Officer: Victoria Schmahl (02) 5124 3028 Victoria.Schmahl@act.gov.au

Clinical Services

Women, Youth and Children

Allied Health Management

Play Therapist

Health Professional Level 2 \$66,988 - \$91,962, Canberra (PN: 48837)

Gazetted: 09 September 2020

Closing Date: 23 September 2020

Details: About us

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Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the work area and position

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

The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy. The Centenary Hospital is committed to providing child friendly, child safe and developmentally appropriate care, with opportunities for learning and play seen as fundamental to children's expression, development and health and wellbeing. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics.

The Play Therapist will utilise specialist knowledge to plan, implement and evaluate developmentally appropriate play therapy. Therapeutic and medical play, procedural education, and support to reduce anxiety through use of coping strategies and distraction will be integral to the role. The Play Therapist will be available to the Paediatric Inpatient, Outpatient and Day Stay areas and may at times be required to extend services to other areas of the hospital where children are admitted, such as the Emergency Department. The Play Therapist will be required to provide expert advice to other health care providers and services and be a resource for staff members to ensure a

culture of play and development is maintained. Therapy provision for children at other sites, such as Clare Holland House, or at home will be considered.

The Play Therapist will report operationally to the Director of Allied Health in Women, Youth and Children and liaise regularly with clinical nursing managers in the Paediatric Medical Ward, Outpatients and Day Stay and Adolescent Ward.

Eligibility/Other Requirements:

Mandatory:

Working towards or has a Bachelor of Teaching or Early Childhood Teaching/Education/Play Therapy. Studies in Child Development may be considered.

Desirable:

Play therapy experience in a clinical environment.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with Canberra Health Services credentialing requirements for allied health professionals.

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

Note: This is a temporary position available from 1 October 2020 until February 2021. This position is part-time at 18:22 hours per week and the full-time salary noted above will be pro-rata. There is a possibility the successful applicant may be asked to do increased hours. Workdays are to include a combination of Mondays, Tuesdays and Wednesdays.

Contact Officer: Pip Golley (02) 5124 4236 pip.golley@act.gov.au

Nutrition Department

University of Canberra Hospital

Dietitian

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 40209)

Gazetted: 09 September 2020

Closing Date: 23 September 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 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.

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

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 Nutrition Department is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services. Services include;

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities

Food Service governance activities in partnership with the Canberra Hospital Food Service Department

Under supervision, you will provide clinical dietetic services across the Canberra Health Services and contribute to service improvement and quality improvement/quality assurance activities of the department.

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

Eligibility/Other Requirements:

Mandatory:

Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics.

Eligible for membership of the Dietitians Association of Australia, and eligible to hold Accredited Practising Dietitian (APD) credential.

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

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 credentialing requirements for allied health.

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

Note:

This is a temporary position available for nine months. This position may be required to participate in overtime, on call, and rotation roster. Some weekend and public holiday duty will be required. The position is based at University of Canberra Hospital however will be required to work across Canberra Health Services sites and undertake patient home visits.

Contact Officer: Andrew Slattery (02) 5124 2544 Andrew.Slattery@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Allied Health

Physiotherapist

Health Professional Level 1 \$62,823 - \$82,307, Canberra (PN: 11822, several)

Gazetted: 09 September 2020

Closing Date: 23 September 2020

Details: About us

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.

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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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehabilitation, aged and community-based care across a range of settings. This includes Canberra Hospital (TCH), University of Canberra Hospital (UCH), Community Health Centres, and the Village Creek Centre in Kambah. UCH is the region's specialised centre for rehabilitation, recovery and research and is designed to meet the needs of our ageing and growing population.

The RACS rehabilitation and community service is a dynamic team of physiotherapists, exercise physiologists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, deconditioning, musculoskeletal injuries, and chronic conditions. There are a wide variety of service delivery teams within RACS including: inpatient and community-based rehabilitation, inpatient acute care of the elderly, a community based falls and falls injury prevention program, a Transitional Therapy and Care Program (TTCP) and community based physiotherapy services.

Regular education sessions and journal clubs offer ongoing professional development opportunities which are often shared with other local physiotherapy services. Opportunities for Quality Improvement activities and evaluation/audit are plentiful. Professional support is also available from the 2 full time physiotherapy clinical educators within RACS (one based in the community and one based with inpatient services). Limited supervisory experience may also be offered as we host several work experience students and allied health assistant students. Eligibility/Other Requirements:

Mandatory:

Degree in Physiotherapy.

Registered with the Physiotherapy Board of Australia, Australian Health practitioners Regulatory Agency (AHPRA). Current Australian driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Comply with Canberra Health Services credentialing requirements for allied health professionals.

Note:

These are temporary positions commencing on the 15 February 2021 for a period of 12 months. There are six new graduate positions available within RACS and the successful applicants will be offered three month rotations through many (but not all) of these services and locations via a 12-month temporary full-time contract (finish Feb 2022). After this initial 12 months, there will be the possibility of permanency through an application for any available HP2 positions. This position(s) will be required to participate in overtime via a rotation roster.

Contact Officer: Judy Stone 0401692520 judy.stone@act.gov.au

Chief Operating Officer Clinical Services

Rehabilitation, Aged and Community Services

Oral Health Services

Referral Scheme Coordinator

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 49110)

Gazetted: 07 September 2020

Closing Date: 23 September 2020

Our Vision: Creating exceptional health care together.

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

Overview of the work area and position

Oral Health Services is in the Division of Rehabilitation, Aged and Community Services and offers a range of public dental services to the community including:

Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school.

Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card.

Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Whilst providing services that include, preventative dental interventions and health promotion, emergency dental care, restorative and prosthetic dental care and some orthodontic interventions for eligible clients.

These services are delivered in the community to:

Gungahlin Health Centre.

Belconnen Health Centre.

Civic Health Centre.

Phillip Health Centre.

Tuggeranong Health Centre.

Alexander Maconochie Centre.

Mobile Dental Clinics.

Under limited direction this role will coordinate wait list removals and referrals to the private sector for eligible clients from Oral Health Services.

Eligibility/Other Requirements

Desirable:

Previous experience in the dental field and knowledge of dental terminology and item numbers.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a temporary position available until 30 June 2021.

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

Contact Officer: Karen Macdonald (02) 51241725 karen.macdonald@act.gov.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

Executive Branch Manager, Technology Services

Temporary Vacancy (asap to 13/12/2020)

Chief Minister, Treasury and Economic Development Directorate

Shared Services

Position: E483

(Remuneration equivalent to Executive Level 1.4)

Date circulated: 9 September 2020

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Shared Services within the Chief Minister, Treasury and Economic Development Directorate is seeking expressions of interest from suitably qualified applicants for the temporary vacancy of Executive Branch Manager, Technology Services, Shared Services ICT.

The Executive Branch Manager, Technology Services, Shared Services ICT is a dynamic position that leads, manages and drives the strategic direction of knowledge and experience in managing and leading complex ICT technology services including desktops, networks, platforms, and technologically diverse ICT projects.

The successful candidate will require knowledge and experience in managing and leading complex ICT technology services including desktops, networks, platforms, and technologically diverse ICT projects.

To apply: Candidates are requested to submit an Expression of Interest (maximum two pages) addressing the selection criteria and a current curriculum vitae to Al Blake via email to al.blake@act.gov.au by COB Tuesday 16 September 2020.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

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

Contact Officer: Al Blake (02) 6205 3531 al.blake@act.gov.au

Economic Development

Skills Canberra

Analytics and Policy Services

Assistant Director, Analytics and Policy Services

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 34940)

Gazetted: 09 September 2020

Closing Date: 16 September 2020

Details: Skills Canberra is seeking to appoint a suitable candidate to a permanent position in the Analytics and Policy Services Team.

What will you do?

As an assistant director you will manage a small team undertaking data analysis, research and consultation tasks of a complex nature encompassing a major area of Skills Canberra's operations. Your work will assist in answering critical questions for decision makers and guide allocation of training expenditure. You will also provide high level analytics support to other teams within Skills Canberra.

What you require?

You will have highly developed ability to analyse vocational education and training statistics and financial data to inform evidence-based recommendations. You will bring your high standards of customer service, together with your aptitude for cultivating productive working relationships to assisting Skills Canberra meet a range of deliverables and timelines. Your excellent ability to deliver results and behave ethically and with accountability will set you apart from the rest.

About Skills Canberra:

Skills Canberra is responsible for the provision of strategic advice and overall management of vocational education and training (VET). Skills Canberra also manages Commonwealth and ACT funding directed to VET programs in the ACT. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: Selection will be based on application, referee reports, a work sample 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.

COVID-19 arrangements: Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role. This position is usually in an activity-based working (ABW) environment. Inclusivity:

How to apply: Please review the attached Position Description and submit the following documents: your current curriculum vitae, reports from two referees, including your current manager or supervisor (use referee report template available on the jobs website), and a supporting statement, of no more than 1800 words, providing evidence of your suitability for the role. Include examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural Capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anita Dolstra (02) 6205 7092 anita.dolstra@act.gov.au

Procurement ACT

Procurement Policy and Capability Branch

Capability Section

Director, Capability

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 01405)

Gazetted: 09 September 2020

Closing Date: 16 September 2020

Details: The Assistant Director, Capability is expected to contribute effectively to the activities of Procurement ACT, working individually, in small teams and across the division as required on the continuous improvement of Procurement ACT activities. Specific elements of that work program include the review of Procurement's external website, improving the internal Procurement ACT intranet presence, ensuring consistency across all forms of communications and to assist in the development of training and support to uplift procurement capability across the service. The Assistant Director, Capability has a key liaison and coordinating role within Procurement ACT, across the CSI group and with key stakeholders.

The primary responsibilities for this position are:

Engage and develop learning materials to develop procurement capabilities across the whole of ACT Government. Coordinate the review, update and maintenance of Procurement ACT's internet and intranet sites.

Work collaboratively with Procurement ACT officers to solve problems and improve systems/documents within Procurement ACT and for use publicly.

Engage with Directorate Partners to develop key engagement documentation and support to enhance procurement related activities.

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

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

How to Apply: Please respond via an Expression of Interest no longer than two pages and a copy of your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Gardner (02) 6207 2076 joannel.gardner@act.gov.au

Economic Development

Skills Canberra

Skills Programs Operations and Support

Director, Skills Promotion and Support

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 35877)

Gazetted: 04 September 2020

Closing Date: 18 September 2020

Details: Skills Canberra is the branch of the ACT Government responsible for the policy and programs relating to Vocational Education and Training (VET), Adult Community Education (ACE) and skilled migration in the ACT. Our purpose is to enable skills and workforce development to enhance Canberra's economic and social wellbeing. Our vision is a skilled Canberra for today and tomorrow. As part of the Economic Development Division, our actions facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city. Our operating environment is dynamic and so we are aware, focussed and flexible. We also like to have some fun along the way. Above all, we are enthusiastic about supporting people and organisations in the Canberra region through relevant and effective policy and programs. We are looking for the right person to lead and manage a team responsible for promoting and supporting the skills programs in the ACT by (among other matters): Educating stakeholders to increase awareness and uptake of VET Managing VET awards and events. Educating participants on, and supervising the operation of, apprenticeships and traineeships. Managing complaints, disputes and incidents. Managing the ACT nomination to the Commonwealth of skilled migration applicants. This is a great time to join a branch which engages with and supports a sector that is critical to the quality of life and employment of many Canberrans, and to economic sustainability and recovery. There are no mandatory qualifications for this position. Experience in any of the following areas will be favourably considered: The communication of information about, and promotion of, training, education and/or career programs. The planning and conduct of high-level (eg, government or industry/professional/trade peak body) awards programs and/or events. The operation of inspection/visits programs which provide compliance / assurance reviews, support clients and partners by providing information and assistance, and resolve complex complaints or issues. The jurisdictional administration of the Australian VET

sector. 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: 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. Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role. 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. Current and former ADF members are encouraged to apply.

How to Apply: Please provide: your curriculum vitae; a maximum three-page response to the 'Professional/Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the Position Description; and the names and contact details of at least two referees who can attest to your work performance, ability and attitude (one of whom is to be a current or very recent supervisor). The position description contains further details of the role, and of the type of person we are after to fill it. Prospective applicants are also strongly encouraged to discuss the position with the contact officer before applying.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Wyman (02) 6205 0081 andrew.wyman@act.gov.au

Shared Services

Customer Engagement Services Branch

People and Capability

Communication and Engagement Coordinator

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 49096)

Gazetted: 04 September 2020

Closing Date: 18 September 2020

Details: Shared Services IT area is looking for a non-techie communicator. We're looking for someone to join our small team which is responsible for delivering internal communication and engagement activities, and drafting communication products for customers across the ACT Government. Our people are important to us—you'll be part of a tight-knit branch and will contribute to the development and implementation of initiatives that foster a positive culture among a workforce that is spread across Canberra. We're a non-techie team in an IT area so you might ask—what do we bring to the table? An inquisitive approach, a burning desire to understand how things work, and awesome translation skills. You will deliver communication products that help our 'non techie' customers and stakeholders decipher the technical and make the most of our services. If you're a talented communicator, with strong organisational skills and a people focus—we'd 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.

Note: This is a temporary full-time or part-time position available for a period of six months with the possibility of extension up to 12 months and/or permanency. The full-time salary noted above will be pro-rata for part-time hours.

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 Now button below.

Contact Officer: Lora Krile (02) 6207 0771 lora.krile@act.gov.au

Shared Services

Partnership Services

Commercial Services - Record Services

Human Resources Information Officer

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 43153)

Gazetted: 04 September 2020

Closing Date: 18 September 2020

Details: An exciting opportunity within the Record Services team has become available to undertake the Human Resources (HR) Information Officer role. The successful applicant will coordinate HR and employee information and data in response to requests from third parties (including Freedom of Information) such as auditors, law courts, other Government Departments and private solicitors and review processes to ensure they are consistent with relevant record keeping legislation and policies. The HR Information Officer will also assist in the delivery of record management services across Record Services including, HR Records, record archiving and destruction.

Eligibility/Other Requirements: This position at times involves manual handling work and the successful candidate will be required to work onsite.

How to Apply: Applicants are asked to submit a personal pitch of no more than two pages explaining why you are the most suitable person for the role, while addressing the Professional and Technical Skills and Behavioural Capabilities found in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Walshe (02) 6207 2016 Daniel.Walshe@act.gov.au

Access Canberra

Customer Coordination

Complaints Management Team

Case Manager

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 43467, several)

Gazetted: 03 September 2020

Closing Date: 17 September 2020

Details: Access Canberra values the knowledge that comes from complaints, and is looking for Case Managers who want to work at the coalface of complaints management. These roles provide an opportunity to develop and apply your knowledge and skills across different and complex subject areas. The roles have multiple responsibilities including supervision and development of staff in a fast-paced environment, providing guidance and advice on complex complaints. The Complaints Management Team are looking for a flexible, solutions-focused individuals to join the team and shape the way Access Canberra engages with its customers, deals with complaints, and communicates with our colleagues, stakeholders and the community. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application. Access Canberra is comprised of ACT community members helping other ACT community members and representation and visibility of our central connectedness is key to our mission. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: If you think you're up for it, please send us your curriculum vitae and a pitch up to two pages on why you think you're the best person for the job along with your claims against the Selections Criteria.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Diana Ubojcic (02) 6205 7379 diana.ubojcic@act.gov.au

Access Canberra

Customer Coordination

Complaints Management Team

Senior Case Manager

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 42734, several)

Gazetted: 03 September 2020

Closing Date: 17 September 2020

Details: Access Canberra values the knowledge that comes from complaints, and is looking for Senior Case Managers who want to work at the coalface of complaints management. These roles provide an opportunity to develop and apply your knowledge and skills across different and complex subject areas. The roles have multiple responsibilities including supervision and development of staff in a fast-paced environment, providing guidance and advice on complex complaints. The Complaints Management Team are looking for a flexible, solutions-focused individuals to join the team and shape the way Access Canberra engages with its customers, deals with complaints, and communicates with our colleagues, stakeholders and the community. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application. Access Canberra is comprised of ACT community members helping other ACT community members and representation and visibility of our central connectedness is key to our mission. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: If you think you're up for it, please send us your curriculum vitae and a pitch up to two pages on why you think you're the best person for the job along with your claims against the Selections Criteria.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Diana Ubojcic (02) 6205 7379 diana.ubojcic@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

Children, Youth and Families

Children and Families

Child Development Service

Occupational Therapist

Health Professional Level 1/2 \$62,823 - \$91,962, Canberra (PN: 36171)

Gazetted: 08 September 2020

Closing Date: 24 September 2020

Details: The individuals in these positions will provide services within a community based, multidisciplinary team within the Child Development Service.

The successful staff member will provide assessments/screen children to identify those at risk of developmental delay and provide interventions that will address the child's developmental delay; and support their movement through the service system.

The Child development Service is committed to providing the best service possible and supports staff in professional development to achieve this.

Eligibility/Other Requirements:

Relevant tertiary qualifications in Occupational Therapy

Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA)

Eligibility for Membership with Occupational Therapy Australia (OTA)

Current driver's licence

HEALTH PROFESSIONAL LEVEL 1: This is the professional commencement level. The level is the initial professional, industry-based formation phase of a new graduate Health Professional; this is in recognition of the fact that they have limited practical experience in the application of their professional knowledge.

HEALTH PROFESSIONAL LEVEL 2: A Health Professional at this level will have successfully completed a minimum of 12 months paid professionally relevant workplace experience and all relevant professional requirements for progression from Level 1. For professions bound by mandatory registration, all registration requirements must be fulfilled, and registration awarded to the Health Professional.

Note: This is a temporary position available immediately up until the 1 September 2021 with the possibility of permanency. This position will be filled at either the HP1 or HP2 level, dependant on the skills and experience of the successful applicant. 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 response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Parker (02) 6205 1595 katherine.parker@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Youth Worker, Bimberi Residential Services

Youth Worker 1 \$65,097 - \$70,058, Canberra (PN: 03307, several)

Gazetted: 08 September 2020

Closing Date: 15 September 2020

Details: Bimberi Residential Services is seeking energetic and committed Youth Workers from a wide range of different backgrounds, with skills and experiences in many different fields.

The position of Youth Worker will work within a team environment to enhance the safe care, support and supervision of residents within the Bimberi Youth Justice Centre and/or Bimberi Residential Services. Youth Workers actively contribute to case planning for young people and provide advice and guidance to residents to improve their living skills, development and social interactions. They also implement effective behaviour management, conflict resolution and harm minimisation strategies. Most importantly Youth Workers must be willing to work to build a positive, supportive and professional working relationship with young people who require positive role models, mentoring, and support.

Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant support to children, young people and their families. It is comprised of Bimberi Youth Justice Centre (BYJC) and Narrabundah House Indigenous Supported Residential Facility (NHISRF). BYJC is a human rights compliant youth detention facility. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Childrens or Supreme Courts. NHISRF provides supported accommodation to young men, aged between 15 and 18 years old. Both facilities operate 24 hours a day, 7 days a week.

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:

Working with Vulnerable People (Background Checking) Act 2011. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Senior First Aid Certificate.

Current driver's licence.

Note: The occupants of these positions may be required to be available to work at both Bimberi Youth Justice Centre and Narrabundah House Indigenous Supported Residential Facility and their duties may be slightly varied to ensure the safe custody of residents. Selection will be based on application, psychometric, medical/fitness assessment and 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: Applications will be assessed against the Selection Criteria in relation to the duties/responsibilities and personal qualities listed in the Position Description. To apply please send us your application detailing your experience and how they make you the best person for this role, your current curriculum vitae and contact details of at least two referees. If you wish to find out more about the position, please call the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Gardiner (02) 6207 8801 Kim.Gardiner@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Operational Policy Audit and Compliance Officer

Child and Youth Protection Professional Level 3 \$99,743 - \$104,823 (up to \$109,767 on achieving a personal upgrade), Canberra (PN: 32140)

Gazetted: 08 September 2020

Closing Date: 24 September 2020

Details: The Operational Policy Audit and Compliance Officer position is focussed on supporting the continuous improvement of CYPs practice and decision making. The position will, depending on operational demand, be focussed on either audit and compliance or operational policy activities. Activities include conducting case reviews; practice reviews; audits to identify gaps in policies and procedures; and development of strategies and processes to improve CYPs practice; and maintain legislative compliance.

The Operational Policy Audit and Compliance Officer activities will also be responsible for the identification, development and implementation of operational policy, procedures and practice that meets statutory requirements while improving our ability to deliver a strong client focussed service.

Eligibility/Other Requirements:

Essential:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Two years' experience in human service delivery.

Desirable:

Relevant tertiary qualifications in policy, project management, change management or related discipline.

Additional Information:

Please note, Working with Vulnerable People registration 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.

Educational, suitability and professional qualification checks may be carried out 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.

How to Apply: Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Davis (02) 6207 5508 MelissaD.Davis@act.gov.au

Corporate Services

People Management

Workforce Management

Director, Workforce Management

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 33242)

Gazetted: 04 September 2020

Closing Date: 18 September 2020

Details: The Community Services Directorate, People Management Branch are seeking a Director to manage the diverse Workforce Management team. The team encompasses the coordination, management and planning of various tasks associated with employee and industrial relations, behaviour and conduct, employment policy and workforce planning.

The Director will provide high-level advice regarding policy and strategic human resource issues and direction on recruitment, employee relations and employment condition. They will also assess the current challenges of human resource planning and identify and develop strategies and policy to address these issues.

The successful applicant will have extensive experience in the human resources field and a demonstrated ability to lead a large team to deliver in a dynamic and fast paced environment.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other requirements:

Essential:

Extensive experience in the human resources field.

Desirable:

Experience in Human Resource Management/Workforce Planning and project methodology is highly desirable.

Note: Selection may be based on application and referee reports only. Please 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 address the selection criteria in your application and provide the contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Rose (02) 6207 1210 Craig.Rose@act.gov.au

Cultural Facilities Corporation

Canberra Museum and Gallery

Assistant Director, Access and Learning (Programs)

Senior Professional Officer Grade C \$108,926 - \$117,249, Canberra (PN: 8523)

Gazetted: 09 September 2020

Closing Date: 16 September 2020

Details: The Access and Learning team is responsible for delivering programs and services to a range of audiences at the Canberra Museum and Gallery.

Canberra Museum and Gallery is seeking an Assistant Director to manage this team to develop and deliver both education and community programs. The successful applicant will have demonstrated experience in the management and delivery of learning experiences to school groups and community programs to diverse audiences within a museum and/or gallery context. A demonstrated ability to manage staff, competing tasks and work to deadlines is essential.

Eligibility/Other Requirements:

Tertiary qualifications in a relevant field are essential.

How to Apply: Applicants must submit a current curriculum and a written response to the Selection Criteria outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Harriet Elvin (02) 6207 3976 harriet.elvin@act.gov.au

Education

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

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

Service Design and Delivery

Digital Strategy, Services and Transformation

Director - Strategy, Design and Programmes

Senior Officer Grade A \$148,991, Canberra (PN: 42889)

Gazetted: 07 September 2020

Closing Date: 23 September 2020

Details: This critical leadership position will lead and direct a team of approximately 15 staff to research, design and support the implementation and adoption of digital, interactive and personalised learning systems to engage students in learning. The Director plays a critical role in leading the strategy and of technology and digital solutions.

The Strategy, Design and Programmes section plays a pivotal role in ensuring citizen centric principles are embedded in the design of modern, agile, and highly-automated digital processes with 'security in-depth principles' to transform learning with technologies that educators trust.

Ideally you have five years or more experience in system design thinking and customer experience design principles and you are passionate about implementing innovative solutions. You are familiar with, or have the ability to acquire, an understanding of the ACT Education Directorate's Strategic Plan and initiatives under the Future of Education Strategy. You also have an understanding of emerging technologies to support pedagogy and accelerate digital transformation in the education sector.

Lastly, you have a great sense of humour, are resilient and tactful, passionate about what you do and want to make a difference in education in the ACT!

Eligibility/Other Requirements:

Mandatory:

Possession of a current driver's licence and access to a private vehicle.

Degree qualification in related field or equivalent experience is Highly desirable.

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

How to Apply:

In two pages or less tell us:

why you want the role ;

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

describe an achievement that you are most proud of .

A current curriculum vitae,

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kelly Bartlett (02) 6207 5663 Kelly.Bartlett@act.gov.au

School Performance and Improvement

South and Weston Network

Alfred Deakin High School

Business Manager

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 38545)

Gazetted: 04 September 2020

Closing Date: 18 September 2020

Details: Are you looking for a varied and rewarding role in a dynamic setting? What better place to work than one of our ACT public schools where you can play a vital role in supporting the school community through business leadership and engagement.

This role is an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. Responsibilities include finance and the management of budgets; coordination of Government business requests, management and monitoring of contracts and leases, managing relationships with partners and vendors, identify opportunities and develop plans for business and facilities development which includes assisting the school in delivering on its strategic vision and business plan.

An ability to think critically will be vital in providing informed advice to the Principal to minimise risks, ensure compliance, to strategically ensure the most effective use of resources and to offer advice and solutions for business operations including identifying issues and following established protocols. Excellent communication and customer service skills will be essential. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe, happy and positive environment where students love to learn. They provide valuable, enabling support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes. Responsibility for leading, mentoring and managing the non-teaching support staff of the school also falls within the expectations of this role. Alfred Deakin High School is in Denison Street, Deakin. Our enrolment area encompasses suburbs from Woden and South Canberra, and we have 890 students enrolled across year 7-10, 68 teaching staff and 25 support staff.

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

Desirable: A First Aid Certificate or a willingness to undertake appropriate training. Experience in a business-related role and financial qualifications and/or relevant experience is highly desirable.

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

How to Apply: Please submit your response of no more than two pages addressing each of the Selection Criteria, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Briggs (02) 6142 3888 David.Briggs@ed.act.edu.au

Graduate Teachers 2021

Classroom Teacher \$73,246 - \$109,641, Canberra (PN: GRAD2021)

Gazetted: 07 September 2020

Closing Date: 22 September 2020

Details: Recently or about to graduate from your teaching degree or masters? Looking for that first teaching step into a supportive environment? Why not create your future with the ACT Education Directorate? Career opportunities now and/or commencing in 2021. We are looking for the next generation of educators who want to make a difference and start their careers in Canberra. With market leading new educator support including mentoring and reduced contact hours for your first three years we are doing more to support the start of your teaching career. We have an excellent education system, from pre-school and primary school through to high school and college. Become part of a welcoming, caring and hard-working system and embrace the challenge of the 21st century where we offer the best of teaching and learning technologies. Are you graduating in 2020? We are seeking Graduates specialising in Early Childhood, Primary, Secondary, College and Specialist settings. The ACT Education Directorate (the Directorate) is looking for Graduates, who are enthusiastic, dedicated and can show innovation with quality learning programs that will cater for the diverse needs and interests of our students. The improved lifestyle that comes with living in Canberra won't be the only benefit from your move. Your teaching career will also benefit from a change to the Bush Capital, with great access to professional development, secondments onto projects and face to face networking opportunities, our geographically compact nature means we can deliver more to our Teachers. The Directorate is seeking Graduates across all sectors and areas of specialisation, in particular we have current vacancies in the following areas: • Arts and Technology (Dance, Drama, Music, Photography, Technology, Woodwork) • Disability Education (all sectors and specialist schools) • Early Childhood • Information Technology • Languages (French, German, Italian, Spanish, Chinese, Indonesian, Japanese, Korean) • Mathematics (secondary) • Outdoor Education (secondary) • Physical Education (all sectors) • Primary • Science (secondary) • Secondary English and HASS The Future of Education The Future of Education Strategy is an ACT education strategy in place for the next 10 years. Launched in August 2018, the strategy sets the ACT Government's long-term vision through a roadmap that outlines how all students in all schools will benefit from an improved education delivery over the next decade. It focuses on: • Strengthened systems to focus on equity with quality • Placing students at the centre of their learning • Empowering teachers, school leaders and other professionals to meet the learning needs of all students • Building strong communities for learning Our new ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022 (Teaching Staff EA) means teachers in the ACT will be the highest paid and will have some of the best employment environments in the country. Our Agreement leads the sector in Australia. It includes: • Dedicated new educator program with mentoring and professional development supported by reduced contact hours • Highest wages in Australia • Best superannuation benefits in the country • Increased professional recognition for teachers • Better support for teachers • Investment in school leaders • Safe and supportive workplaces Be rewarded now and into your future Outside of the classroom there are even more benefits to moving your teaching career to the ACT Public Education. • 12% salary increase over the life of the new EA • Employer superannuation contributions increasing to 11.5% • Additional employer superannuation contributions of up to 2% when you contribute an additional 3% • Reimbursement of reasonable relocation expenses of up to \$12,000 for singles with additional payments per dependent. Even more benefits to working for us With Canberra being one of the fastest growing cities in Australia the ACT needs more teachers now and into the future. This growth presents more opportunities to teachers within

our unique Directorate: • Within the Directorate, you can have a career without needing to move towns every three to five years. • You can drive from one end of town to the other in under 40 minutes • Support and mentoring for beginning teachers • Opportunities for professional learning and career development • Professional learning programs tailored to the differing needs of teachers and school contexts. The Directorate is offering permanent and temporary teaching opportunities across all sectors of the ACT Public School system. Successful Graduates will be offered positions based on system priorities and individual specialisations. Applicants should also be aware that the Directorate promotes mobility across the system, with placements at individual schools of up to 5 years, to support teachers in meeting the Australian Institute for Teaching and School Leadership (AITSL) professional standards of Knowledge, practice and engagement. Your skills and experience We have a wide range of settings for our Graduates, you may have a specialisation or have a more generalist background but either way there are plenty of opportunities in Canberra for you. We need you to bring: • Capacity to develop and deliver effective, engaging and differentiated learning programs within the Australian Curriculum and/or the Board of Senior Secondary Studies. • Capacity to work as part of a team and the ability to use your initiative and to work independently. • Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities. You can apply now without these but before you can start as a teacher you will to have the following: • A minimum of 4 years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification • Professional Teacher registration with the ACT Teacher Quality Institute • Current Working with Vulnerable People registration • Australian citizenship and/or permanent residency status What Now? <https://forms.gle/KywHDAeeE8CYFv7E9> A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. For any questions regarding this recruitment process please contact: Education HR on 6205 5500 or eduemployment@act.gov.au
Contact Officer: Education HR (02) 6205 5500 eduemployment@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

Occupational Violence and Complex Case Management

Complex Case Coordination Executive Officer

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 47526)

Gazetted: 07 September 2020

Closing Date: 21 September 2020

Details: The Complex Case Coordination Executive Officer provides strategic response advice through consultation and training on Work Health and Safety matters, relating to occupational violence and students with complex needs and behaviours. They will review plan/s to support schools in managing occupational violence and students with complex needs and behaviours, including understanding of dependencies, timelines, risk management strategies, resource requirements etc. The Executive Officer will provide accurate, timely and strategic advice to senior leaders on the management of complex workplace health and well being issues as well as participate in a multidisciplinary team and collaborate within the framework of directorate policies and statutory requirements. Eligibility/Other Requirements: Current drivers licence required.

Note: This is a temporary position available immediately for a period of 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. Selection may be based on application and referee reports only.

How to Apply: Please submit a response to the Selection Criteria (maximum three pages), current curriculum vitae and the details for two referees, including your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Smith (02) 6205 0680 rebecca.smith@ed.act.edu.au

Molonglo

Deputy Principal - Molonglo

School Leader B \$147,337, Canberra (PN: 48881)

Gazetted: 03 September 2020

Closing Date: 17 September 2020

Details: A New School at Molonglo will be Canberra's 90th public school. It is situated in the new Molonglo region. The school is set to be built in two stages; the first stage will cater for up to 644 students from preschool to year six and will open in 2021. The second stage will cater for approximately 600 students in years seven to 10. The high school will open in 2023 integrating with the primary school to form the P-10 learning facility. There will be a focus on sustainability and environmental design and the New School at Molonglo will become the national capital's second zero-emissions school. the New School at Molonglo will offer both indoor and outdoor learning areas that will include; •Specialist Science, Technology, Engineering, Arts, Mathematics and Design learning spaces •A modern library resource centre •Outdoor learning areas including an outdoor stage and environmental design spaces •Learning support units that will provide an integrated learning environment. A general-purpose double gymnasium and a sporting oval (also for use by community and sporting groups)

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*.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Jackie Vaughan 0422 377 167 Jackie.Vaughan@ed.act.edu.au

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

School Performance and Improvement

South and Weston Network

Alfred Deakin High School

Finance Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 40226)

Gazetted: 04 September 2020

Closing Date: 18 September 2020

Details: Are you looking for a varied and rewarding role in a dynamic setting? What better place to work than one of our ACT public schools where you can play an active role in ensuring we are an education community providing an environment where students love to learn.

Alfred Deakin High School is in Denison Street, Deakin. Our enrolment area encompasses suburbs from Woden and South Canberra, and we have 890 students enrolled across year 7-10, 68 teaching staff and 25 support staff.

An opportunity exists to join the support staff team at Alfred Deakin High School as a Finance Officer. This position contributes to the school business operations and provides support to the Business Manager in the management of the school's financial and front office systems, ensuring compliance with relevant legislation and policies. Your finance qualification or relevant experience will be well utilised.

Excellent communication and customer service skills will be essential to liaise and communicate with the school community, students, staff, directorate personnel and other stakeholders.

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

Desirable: A First Aid Certificate or a willingness to undertake appropriate training. Financial qualification or relevant experience is highly desirable.

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

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Briggs (02) 6142 3888 David.Briggs@ed.act.edu.au

School Performance and Improvement

North Canberra/ Gungahlin School Network

Dickson College

Office Coordinator - Dickson College

School Assistant 4 \$66,371 - \$71,867, Canberra (PN: 48241)

Gazetted: 03 September 2020

Closing Date: 17 September 2020

Details: Dickson College is seeking a highly motivated person for the role of Office Coordinator. The position works as part of the Support Programs Faculty and works closely with the Support Programs School Leader C and Business Manager. The Office Coordinator is responsible for coordinating workflow in the Support Programs Faculty. The Support Programs faculty is a small team of teachers and Learning Support Assistants (LSA) that assist students with additional needs and physical and/or intellectual disabilities. Main duties are split between providing administrative support to the Support Program School Leader and managing a small team of LSAs.

The Office Coordinator is required to work independently and be self-directed, demonstrating initiative and high-level communication skills. They are the main contact point for the School Leader C and Support Program teachers to manage administrative tasks, coordinate workflow, and delegate priorities to LSAs as required.

The position is full time and has direct supervision responsibilities.

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.

Desirable

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

Knowledge of Microsoft Office Packages and school administration software.

Experience working in a school environment.

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 claims against the Selection Criteria (maximum two pages), a current curriculum vitae and details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Esther Duffy (02) 6142 0140 esther.duffy@ed.act.edu.au

Business Services

Schools Resourcing and Finance

Assistant Director

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 40944)

Gazetted: 07 September 2020

Closing Date: 21 September 2020

Details: The Schools Resourcing and Finance Team is looking for an experienced and enthusiastic individual to undertake an Assistant Director position within the team.

Our ideal candidate will have a sound knowledge of Public Sector accounting, strong technical skills in Excel and modelling, well developed communication skills, show high levels of initiative and personal motivation, and an ability to work collaboratively not only with the team but within the branch and Directorate.

The successful candidate will assist with the rollout, training, maintenance and enhancement of a new finance monitoring system.

Eligibility/Other Requirements: Data analyst and complex modelling skills including extensive experience in TM1 and advanced excel are highly desirable. Experience with Whole of Government Human Resource systems are also highly desirable.

Note: This is a temporary position available until 3 September 2021.

How to Apply: The applicant should address the Selection Criteria in two page providing how your skills align to this role; What you would bring to the role, in particular what experience you could apply to this position; and describe an achievement that you are most proud of that is relevant to the role. Please also provide a current

curriculum vitae and details of two referees who have a thorough knowledge of your work performance and outlook.

Applications should be submitted via the Apply Now button below.

Contact Officer: Camille Sides (02) 6207 6224 Camille.Sides@act.gov.au

Business Services

Infrastructure and Capital Works

Senior Administrative Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 17694)

Gazetted: 09 September 2020

Closing Date: 16 September 2020

Details: The Senior Administrative Officer plays a key role in providing corporate support for the Education Support Office. The section manages the operation of the Hedley Beare Centre for Training and Learning and other ESO sites, including 220 Northbourne Avenue, Callum Offices and outposted teams based at schools. The role is a key member of the section and is responsible for maintaining the section budget, as well as processing invoices and claims for payment via the APIAS system. The role also assists with management of the EDU vehicle fleet and liaises extensively with ACTPG regarding building leases, waste management and cleaning contracts.

Eligibility/Other Requirements: An understanding of the ACT Governments financial management and procurement processes would be an advantage.

Note: This is a temporary position available from 1 October until 30 June 2021, with the possibility of extension. Selection may be based on application and referee reports only.

How to Apply: Please provide a maximum of two pages responding to the Selection Criteria in an Expression of Interest format. Please also provide a copy of your curriculum vitae with your expression of interest.

Applications should be submitted via the Apply Now button below.

Contact Officer: John Ryan (02) 6205 1874 johnw.ryan@act.gov.au

Service Design and Delivery

Occupational Violence and Complex Case Management

Clinical Complex Case Manager

Health Professional Level 4 \$108,926 - \$117,249, Canberra (PN: 44586, several)

Gazetted: 07 September 2020

Closing Date: 23 September 2020

Details: The ACT Education Directorate is committed to the safety of all staff, students and visitors. As a part of its approach to supporting Work Health and Safety in schools, the Occupational Violence and Complex Case Management section works with schools to respond and plan for complex incidents with a risk management lens. These matters often involve staff and/or staff safety issues, challenging and complex behaviours of students or parents and multiple competing interests. A wide variety of stakeholders need to be considered and communicated with including students, parents, school-based and other Education Directorate staff, unions, advocates and legal representatives.

The Team supports schools in meeting obligations to provide a safe working and learning environment for staff and students. The functions of the team include providing: Specialist therapeutic and behavioural support to schools in addressing staff safety and supporting students who may have challenging behaviours and complex needs; and undertaking risk management activities to support the removal or mitigation of risk at the school level. This includes undertaking risk assessments for incidents, identifying appropriate control responses and providing training for staff on implementing risk management plans and control responses; data analysis relating to occupational violence and complex behaviours; triaging and reporting of incidents; and providing expert advice to all stakeholders on appropriate responses to occupational violence and complex case management. The successful applicant will work as part of a small team delivering quality services to schools and other stakeholders.

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

Eligibility/Other Requirements:

Tertiary qualifications or equivalent in Occupational Therapy, Speech-Language Pathologist, Psychologist is required.

Current registration/or ability to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on registration visit

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

Current driver's licence is required.

Registration or eligibility to be registered with relevant professional body.

Note: These are temporary positions available immediately for a period of six months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applications must include the contact details of at least two referees; written response to the Selection Criteria (maximum four pages) outlining experiences and/or ability; and a current curriculum vitae.

Applications should be submitted via the Apply Button now.

Contact Officer: Rebecca Smith (02) 6205 0680 Rebecca.Smith@ed.act.edu.au

School Performance and Improvement

Tuggeranong Network

Erindale College

Social Worker

Health Professional Level 4 \$108,926 - \$117,249, Canberra (PN: 49111)

Gazetted: 08 September 2020

Closing Date: 15 September 2020

Details: Erindale College is seeking an enthusiastic and suitably qualified person to join our Student Engagement and Wellbeing team for Term 4. The successful applicant will be responsible for implementing a range of social work interventions to deliver quality services to families and caregivers of students who are experiencing difficulty in engaging in education.

Eligibility/Other Requirements:

Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science or related discipline, with a minimum of three years post qualifying experience.

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.

Experience working in schools with students in their final years of education would be desirable.

Note: This is a temporary position available from 12 October 2020 until 18 December 2020 with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a statement of claims (no more than two pages) addressing the Selection Criteria and a current curriculum vitae (no more than four pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessie Atkins (02) 6142 2977 Jessie.Atkins@ed.act.edu.au

Service Design and Delivery

Learning and Wellbeing Policy and Service Design

Learning and Teaching Policy and Service Design

Administration and Coordination Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 04548)

Gazetted: 08 September 2020

Closing Date: 22 September 2020

Details: The Learning and Teaching Policy and Service Design team is looking for an experienced and enthusiastic individual to undertake the position of Administration and Coordination Officer. Our ideal candidate will have excellent interpersonal, communication and relationship building skills, with the ability to work collaboratively with the wider branch and Directorate.

The successful candidate will have high level organisation and administrative skills that will assist in supporting key projects for the branch.

Note: This is a temporary position available immediately a period of six months with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. How to Apply: Please provide a statement of claims against the Selection Criteria (maximum two pages) along with a current curriculum vitae and details of two referees who have a thorough knowledge of your work performance and outlook.

Applications should be submitted via the Apply Now button below.

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

Service Design and Delivery

Learning and Wellbeing Policy and Service Design

Learning and Teaching Policy and Service Design

Assistant Director - UC Accelerated Pathways Program Coordinator

School Leader C \$126,542, Canberra (PN: 45608)

Gazetted: 08 September 2020

Closing Date: 22 September 2020

Details: The University of Canberra Accelerated Pathways Program Coordinator will be seconded to the University of Canberra (UC) and work closely with the Executive and key stakeholders regarding all aspects of the UC Accelerated Pathways Program (H Course). They will use their knowledge of senior secondary curriculum, moderation, assessment and certification to take full carriage of the program, including promotion, stakeholder engagement and the pastoral and academic care of students.

Eligibility/Other requirements:

Mandatory:

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

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

Current driver's licence and access to own vehicle.

Note: This is a temporary position available immediately for a period of six months with the possibility of extension. Office based conditions apply to this position. This position will be based at the University of Canberra. 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 method: Selection may be based on application and referee reports only. How to Apply: Please submit your curriculum Vitae including two referees, statement of claims (maximum four pages) based on the five leadership capabilities outlined in the Position Description.

Applications should be submitted via the Apply Now button.

Contact Officer: Mandy Kalyvas (02) 6205 9350 Mandy.Kalyvas@act.gov.au

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

School Performance and Improvement

South/Weston Network

Mount Stromlo High School

Youth Worker at Mount Stromlo High School

School Assistant 4 \$66,371 - \$71,867, Canberra (PN: 30522)

Gazetted: 08 September 2020

Closing Date: 15 September 2020

Details: Mount Stromlo High School is a Public School for students in year seven to year 10, located in Weston Creek. The youth worker will work with the Student Services team to support students.

Relevant Skills and Abilities:

Experience in working with and ability to relate to children and young people and knowledge of current issues affecting young people.

Experience working in a collaborative team to develop and implement programs that support students experiencing difficulty connecting to school or engaging in learning.

Ability to handle confidential and sensitive information in accordance with relevant legislative and policy principles.

Proven organisational skills including the ability to work effectively in busy situations, plan, set priorities, and meet deadlines with minimal supervision.

Eligibility/Other Requirements:

Mandatory:

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

Highly Desirable:

Certificate IV or Tertiary qualification in Youth Work or a related field.

Desirable:

First Aid Certificate or a willingness to undertake appropriate training.

Note: This is a temporary position available up to 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 a maximum two-page application providing examples demonstrating your suitability against the Knowledge, Skills and Abilities for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sue Scott (02) 6142 3432 sue.scott@ed.act.edu.au

School Performance and Improvement

Tuggeranong School Network

Fadden Primary School

Preschool Assistant - Fadden Primary School

School Assistant 3 \$55,354 - \$59,575, Canberra (PN: 01073)

Gazetted: 08 September 2020

Closing Date: 22 September 2020

Details: Fadden Primary School caters for students from Preschool to Year 6 and is located in the Canberra southern suburb of Tuggeranong. The school provides a learning environment which promotes a love of learning and empowers learners to be tomorrow's active citizens. Fadden Primary School is seeking a highly motivated Preschool Assistant to work cohesively with all educators to implement play based learning experiences aligned to the Early Years Learning Framework and Preschool National Quality Standard compliance. The successful applicant will be required to provide personal, physical and educational support to students, including students with additional needs. They will possess exceptional communication skills; be able to work independently; take initiative and have a demonstrated ability to work collaboratively within a team.

Eligibility/Other Requirements:

Certificate III in Education and Care or equivalent.

As a requirement of the Preschool role, the successful applicant will be required to hold a first aid certificate or willingness to undertake appropriate training and perform the duties of a First Aid Officer.

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

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

How to Apply: Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae, copies of qualifications and contact details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katie King (02) 6142 2460 katie.king@ed.act.edu.au

School Performance and Improvement

School Improvement

School Review and Improvement Planning Team

School Review and Improvement Administrator

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 46944)

Gazetted: 04 September 2020

Closing Date: 18 September 2020

Details: The Education Directorate is responsible for early childhood education and care and school education in the ACT. The Directorate provides school education services to children and young people both directly through public schools and indirectly through regulation of non-government schools and home education. Our vision is that we will be a leading learning organisation where people know they matter. We focus on creating capable, resilient and active citizens by placing students at the centre; empowering learning professionals; building strong communities of learning and systems that support learning. The ACT public education system continues to expand with over 49,000 students attending 88 public schools, comprising: 51 preschools to year 6 schools (including four Koori preschools); nine year 7 to 10 high schools; eight year 11 and 12 secondary colleges; six early childhood schools (preschool to year 2); four specialist schools; seven preschools to year 10 schools (including one Koori preschool); one kindergarten to year 10 school; and one year 7 to 12 school. The Directorate also has responsibility for the planning and coordination of early childhood education and care services for the ACT. Our team responsibilities: The School Review and Improvement Planning team operate within the School Improvement Group to provide evidence informed support for evaluation of school performance and progress: planning for improvement and reporting of the impact of school's improvement actions. Team functions include design and delivery of learning opportunities and support for data literacy for school leaders; administration, planning and management of School Reviews; School Review panel training and liaison; management and QA of SR system reports along with Directorate and Ministerial briefings; liaison and contracting with ACER and schools; and design and delivery of data support for analysis, planning and reporting by schools on the impact of school improvement strategies.

Eligibility/Other Requirements: Experience in financial management and experience in ACT public school settings or experience in the support of ACT public schools is desirable.

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 Now button below.

Contact Officer: George Palavestra (02) 6205 8228 george.palavestra@ed.act.edu.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

Environment

Conservation Research

Spatial Data Officer

Professional Officer Class 1 \$61,106 - \$84,729, Canberra (PN: 43055)

Gazetted: 08 September 2020

Closing Date: 1 October 2020

Details: Conservation Research, Environment, Planning and Sustainable Development (EPSDD), are looking for an experienced or budding spatial professional to join their Maps and Data team. Conservation Research provides a central hub of biodiversity conservation expertise and knowledge to inform and shape EPSDD's Environment decisions and management. The successful applicant must have excellent ArcGIS skills, good interpersonal skills, be able to independently problem solve and be able to present spatial information across a range of innovative formats (apps, dashboards, maps). The position is great opportunity to work in a supportive, knowledgeable and cohesive team. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A degree or Diploma in Spatial Science, Environmental Science, Ecology and/or Computer Science or related qualifications and a willingness to work with computers for long periods of time and undertake repetitive tasks.

Note: This is a temporary position available from the 2 November 2020 up until 2 November 2021. 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 provide a written response against each of the Selection Criteria, outlining your demonstrated Experience and Skills (up to 350 words per criterion). The selection criteria are found in the Position Description documentation. Please address each criteria individually.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Smits (02) 6207 0573 jennifer.smits@act.gov.au

Environment

ACT Parks and Conservation

Environmental Offsets

Planning and Administrative Support Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 41876)

Gazetted: 08 September 2020

Closing Date: 24 September 2020

Details: The Environmental Offsets Planning and Administrative Support Officer position is specifically tasked with supporting the Environmental Offsets Strategic Planner to plan works associated with establishing nature reserves that include environmental offset commitments, and representing PCS interests in planning, funding and administration of offsets.

The successful candidate will ideally have knowledge of conservation land management planning, threatened species and ecological communities. They will be required to perform a range of administrative and clerical tasks under minimal supervision. They will have a proven ability to manage multiple projects and tasks with the capacity to plan and deliver projects and tasks effectively and on time. They will have high quality written and communication skills, with well-developed interpersonal skills including the ability to liaise and collaborate effectively with internal and external staff and stakeholders.

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

Note: This is a temporary position available until 30 June 2023. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Savannah Daoud-Opit 0481 909 213 Savannah.Daoud-Opit@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

Executive Branch Manager, ICT Capital Works and Infrastructure

Temporary Vacancy (28/09/2020 for a two month period)

Justice and Community Safety Directorate

Corporate

Position: E710

(Remuneration equivalent to Executive Level 1.4)

Date circulated: 4 September 2020

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

The Justice and Community Safety (JACS) Directorate is seeking expressions of interest for a temporary vacancy in the role of Executive Branch Manager, ICT Capital Works and Infrastructure commencing late September 2020 for approximately two months.

The ICT Capital Works and Infrastructure (ICT CWI) branch provides a broad range of services including development and delivery of projects, Infrastructure and ICT strategic advice, strategic asset management planning, facilities management, procurement advice, sustainability, corporate fleet management, ICT operational assurance and project governance advice.

The Executive Branch Manager works collaboratively with JACS Senior Executives to deliver strategic priorities and projects and helps position the Directorate to best meet its future ICT and CWI challenges.

You will be the Directorate's key advisor on ICT and CWI strategic, operational and projects activities; and in conjunction with Business Units and the whole-of-government service providers (such as Commercial Services and Infrastructure, the Office of the CDO, and Major Project Canberra) to ensure effective governance, performance and compliance frameworks are implemented and that project deliverables are managed efficiently and effectively.

The Executive Branch Manager should have a record of leadership in the delivery of major projects and in strategic infrastructure and / or ICT planning and management. You will need to display strong business and people management skills, as well as superior skills in stakeholder engagement, collaborative partnerships, balanced decision making and issue management.

To apply: Interested candidates should submit an Expression of Interest of no more than two pages and current curriculum vitae (including the contact details of two referees) to Moira Crowhurst via email to moira.crowhurst@act.gov.au by COB Tuesday 8 September 2020.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

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

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

ACT Courts and Tribunal

Corporate and Strategic Services

Property and Contracts

Disability Liaison Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 49158)

Gazetted: 09 September 2020

Closing Date: 23 September 2020

Details: The ACT Courts and Tribunal (ACTCT) supports the proper administration of justice by providing high quality support to judicial officers and tribunal members and high quality services to those using the courts and tribunal. It provides the Supreme Court, Magistrates Court and ACT Civil and Administrative Tribunal (ACAT) with registry, court support, forensic, corporate and strategic services.

The Disability Liaison Officer role is a multi-disciplined role which is required to:

Provide assistance and support to court users who require assistance because of a disability, vulnerability, or other requirements, and assist ACTCT staff in providing the same.

Liaise and co-ordinate with other government and support agencies regarding disability assistance services provided by the ACTCT; and

Assist with the management of the witness suites for ACTCT.

As such, the person needs to be customer oriented and focused, with strong coordination and liaison skills and be familiar with communications and technologies that are deployed within the courts and tribunal. The role will be exposed to confidential and sensitive materials and will require discretion as well as self-management against potential vicarious trauma. This position is part of the Court Services Support team and contributes to the overall effective operation of the ACT Law Courts by ensuring effective Court operation and ease of access for Court users as part of the broader Property and Contracts team.

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

Eligibility/Other Requirements:

Security clearance checks may be conducted and will require Australian Citizenship.

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 until 30 June 2023 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants must ensure they provide a personal pitch (two page maximum) describing their experience in following protocols and task specific instructions in providing outstanding customer service to someone with a disability; your current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

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

ACT Emergency Service Agency

ACT Rural Fire Service

Community Education and Engagement Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 07878)

Gazetted: 09 September 2020

Closing Date: 23 September 2020

Details: Are you a great communicator, enthusiastic and dedicated? Would you like an opportunity to contribute to keeping our ACT community safe?

The Community Education and Engagement Officer (CEE Officer) supports the activities of ACTRFS, ACTSES and broader ESA, taking a 'One Agency' approach to supporting ACTESA in servicing the ACT community. Having a community that is prepared for emergencies is a shared responsibility and communication with internal and external stakeholders is a significant part of the position. This is facilitated through a broad range of functions relating to community engagement and education activities.

The CEE Officer is required to provide effective, quality education so that the ACT Community are equipped with the skills and knowledge to protect themselves and their property from bushfire, storm and flood, and other emergency events.

The CEE Officer assists with a wide variety of administrative and practical support to ACTRFS and ACTSES for incident response and must have, or quickly be able to develop, an in-depth understanding of ACTRFS and ACTSES operations.

In return you will be provided with a supportive team environment, an excellent opportunity to broaden your skills and capabilities and insight into how the ACTRFS and broader ESA provides a collaborative service to protect the ACT community.

Eligibility/Other Requirements:

Background and Security clearance checks will be conducted including National Police Records Check and a pre-employment medical is required for all new employees.

Minimum C class 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.

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. It is recommended that you make contact with the Contact Officer to discuss the role and its responsibilities prior to submitting your application.

How to Apply: Applicants are required to submit a response of no more than two pages addressing the position capabilities under "What you Require", together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role. Proof of driving licence and Working with Vulnerable People Registration will also be required prior to commencement in the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lynda Scanes (02) 6205 7660 lynda.scanes@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.

Legislation, Policy and Programs

Justice Planning and Safety Programs

Policy/Programs Officer - Justice Planning and Safety Programs

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 41539)

Gazetted: 09 September 2020

Closing Date: 16 September 2020

Details: Justice Planning and Safety Programs drives the ACT Government's justice reform agenda to address the underlying causes of crime and reduce the cycle of re-offending. The team develops and administers policy and program initiatives related to reducing recidivism, crime prevention, Aboriginal and Torres Strait Islander justice, restorative practices and victims of crime. It is also responsible for publishing criminal justice statistics and manages the ACT Policing Arrangement and Purchase Agreement.

Policy/Program Officers work with government and community stakeholders to develop and implement strategic justice policy and initiatives, currently related to the Canberra as a Restorative City initiative and victim of crime policy. This is an opportunity to join a dynamic team and deliver policy and programs that make a significant contribution to the Government's justice reform agenda with a tangible impact on the community.

Eligibility/Other Requirements: Relevant tertiary qualifications or experience in similar justice policy or program roles is highly desirable but not essential.

Note: This is a temporary vacancy available for nine months with a possibility of extension. Selection may be based on application and referee reports only.

How to Apply: In two pages or less, tell us why you are the best person for the role addressing the Skills, Knowledge and Behaviour Capabilities outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura Pound (02) 6207 3997 Laura.Pound@act.gov.au

ACT Emergency Services Agency

Commissioner's Office

Public Information and Engagement

Assistant Director, Public Information

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 10714)

Gazetted: 08 September 2020

Closing Date: 22 September 2020

Details: The Justice and Community Safety Directorate (JACS) is seeking expressions of interest to fill the role of Assistant Director, Public Information within the Public Information and Engagement (PI&E) section of the ACT Emergency Services Agency (ESA).

ESA is responsible for protecting the community and ensuring the ACT community is one of the safest in Australia and the world. Through the provision of quality emergency services, the ESA helps to:

ensure the protection of life, property and the environment in the ACT, and

takes an all-hazards approach that provides for effective emergency management to prepare for, prevent, respond to and recover from emergencies in the ACT.

ESA PI&E is a portfolio of the Commissioner's Office. The Commissioner's Office plays a key role in the liaison and coordination within ESA as well as between the Directorate, Minister's Office and key stakeholders.

Overview of the Work Area and Position

The Public Information and Engagement (PI&E) team resides within the Office of the ESA Commissioner. Under the *Emergencies Act 2004*, the Commissioner has responsibility for the overall strategic direction and management of the emergency services, community education and improving community preparedness for emergencies.

PI&E plays a key liaison and coordination role within the Agency, across JACS Directorate, the Minister's Office and key stakeholders. Our role is to inform the Canberra community about emergencies that could impact their safety, ESA programs, policies and services. Through meaningful engagement we aim to build community resilience and optimise information delivery to inform decision making in the community.

The Assistant Director, Public Information, supports achievement of Agency aims in providing the ACT Community with emergency information and education. The Assistant Director is supported by the ACT Government guidelines, policies, procedures, and annual communications and engagement plan.

You will ensure the right information is provided to the right audience, at the right time. Informed by research, insights and evaluation you will bring an audience-first lens to your work.

Working flexibility, with openness to change and in partnership with stakeholders, you will lead a small team to engage and deliver effective communications to the ACT community, including from within an ESA Incident Management Team or from within the Public Information Coordination Centre (PICC) during a Territory Emergency Incident.

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.

WHAT YOU REQUIRE

The capabilities below are required to perform the duties and responsibilities of the positions.

Professional/Technical Skills and Knowledge

Extensive experience and demonstrated ability to produce audience and insights driven, strategic awareness communications and engagement strategies, development and implementation across internal and external channels.

Extensive experience in producing high-quality media materials on complex and sensitive issues including media releases, speeches and written media responses.

Extensive experience in producing high-quality communications materials on complex and sensitive issues across internal and external channels including experience in content production (internal communications, social media and video production).

Behavioural Capabilities

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 ability to manage competing priorities meet deadlines under limited supervision, exercise initiative in a complex, and dynamic work environment, and lead a team to work under pressure.

Demonstrated ability to model professional and effective behaviours consistent with the ACT Public Sector Values and signature behaviours and to the practice of inclusion within the workplace, as evidenced by example.

Compliance Requirements/Qualifications

Tertiary qualifications in the field of communications and/or a related discipline area is highly desirable.

Experience working in a high pressure, fast-paced environment such as emergency services is highly desirable.

An understanding of and experience in direct media liaison, preferably with the ACT media is highly desirable.

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

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Behavioural Capabilities, Technical Skills and Knowledge components contained in the Position Description. Applicants should also provide a current curriculum vitae including the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Isabel McCormick (02) 6207 5055 Isabel.McCormick@act.gov.au

Emergency Services Agency

Governance and Logistics

Fleet and Procurement

Logistics Support Officer

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 20040, several)

Gazetted: 03 September 2020

Closing Date: 10 September 2020

Details: ACT Emergency Services Agency (ESA) is looking for a Logistics Support Officer to play a key role in support of the ESA and all operational services.

Ideally you will have good customer service skills, be a naturally good communicator and possess experience in logistical support and warehouse environments.

No two days will be same as you may be tasked with the delivery of resources and consumable items to various ESA sites across the Territory, inventory management though the recording of the movement of goods inwards and outwards accompanied by timely invoice processing.

The ESA is about improving community safety for Canberrans whilst the city expands, and the population grows. Governance and Logistics is about enabling the operational areas of ESA to better service the needs and expectations of the community allowing ESA to continue to deliver high safety outcomes for the ACT. The ACT Emergency Services Agency, an agency within the Justice and Community Safety Directorate, is responsible for emergency management and related support arrangements in the Territory.

The Agency has four operational services;

ACT Ambulance Service (including SouthCare Aeromedical Rescue Service);

ACT Fire and Rescue;

ACT Rural Fire Service; and

ACT State Emergency Service

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.

A current medium rigid (MR) licence is desirable.

Current forklift qualifications/licence is desirable.

Note: Australian Defence Force, current and former ADF members are encouraged to apply. 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.

'Being female is a genuine occupational qualification for this position under s 34(2)(l) of the *Discrimination Act 1991 (ACT)* as the duties of the role will involve the need for the management of sensitive issues associated to uniform fittings with female members, and these services can be most effectively undertaken by a person of the same sex. Accordingly, one role is only open to female applicants'

How to Apply: Applicants are required to submit a response of no more than two pages addressing the position capabilities under "What you Require", together with your curriculum vitae and the contact details of at least two referees. Please provide certified copies of any relevant qualifications. Please see the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Trevillion (02) 6205 3945 robert.trevillion@act.gov.au

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

ACT Emergency Services Agency

Chief Officer, ACT Rural Fire Service

Executive Level 1.3 \$236,451 - \$245,570 depending on current superannuation arrangements, Canberra (PN: E575)

Gazetted: 08 September 2020

Closing Date: 22 September 2020

Details: The Emergency Services Agency (ESA) is seeking applications from experienced, innovative and motivated individuals to fill the position of Chief Officer, ACT Rural Fire Service (ACTRFS).

The ACTRFS manages rural fires in the ACT and works closely with both the community and the ACT Government to deliver several initiatives aimed at better preparing the community and local agencies for various emergency events. The Chief Officer is also responsible for maintaining volunteer capability by ensuring that these volunteers are provided with appropriate training and equipment.

The position reports directly to the Commissioner and working together with other Chief Officers and executives, contributes to the leadership team of the ESA. The Chief Officer, ACTRFS is a senior executive of the Justice and Community Safety Directorate and works closely with other government agencies and the community.

The successful applicant should have significant management experience within emergency services the ability to provide high level command and the ability to exercise the responsibilities of the Chief Officer ACTRFS under the *Emergencies Act 2004*.

Please note that ESA is open to consideration of a start date after the 2020/2021 bushfire season and this would be discussed at the time and offer of employment is made to the preferred candidate.

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

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 are requested to submit an application of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Georgeina Whelan, ESA Commissioner (02) 6207 8409 georgeina.whelan@act.gov.au

Emergency Services Agency

ACT Rural Fire Service

Membership Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 07615)

Gazetted: 03 September 2020

Closing Date: 17 September 2020

Details: Are you a great communicator, enthusiastic and dedicated? Would you like an opportunity to contribute to keeping our ACT community safe?

Our RFS Membership Officer (MO) will engage with the volunteer membership of the ACT Rural Fire Service (ACTRFS). Taking a 'One Agency' approach the MO will contribute to developing a sustainable and capable volunteer workforce through their contribution to member recruitment including attraction and retention. In addition, membership management, welfare programs, and collaboration with the Education and Development Team in supporting training delivery are all part of this role. Having a volunteer membership that is engaged with the ESA, capable and prepared for emergencies is a shared responsibility and communication with internal and external stakeholders is a significant part of the position. This is facilitated through a broad range of functions relating to the intent of our *Strategic Bushfire Management Plan*.

The MO assists with a wide variety of administrative and practical support to ACTRFS for incident response and must have, or quickly be able to develop, an in-depth understanding of ACTRFS operations.

In return you will be provided with a supportive team environment, an excellent opportunity to broaden your skills and capabilities and insight into how the ACTRFS and broader ESA provides a collaborative service to protect the ACT community. 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:

Background and Security clearance checks will be conducted including National Police Records Check and a pre-employment medical is required for all new employees.

Minimum C class 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.

Note: Current and former ADF members are encouraged to apply.

How to Apply: Applicants are required to submit a response of no more than two pages addressing the position capabilities under "What you Require", together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role. Proof of driving licence and Working with Vulnerable People Registration will also be required prior to commencement in the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Potts 0428298994 greg.potts@act.gov.au

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

ACT Corrective Services Canberra

Assistant Commissioner, Community Operations, ACT Corrective Services

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E704)

Gazetted: 07 September 2020

Closing Date: 20 September 2020

The Justice and Community Safety Directorate is seeking applications for an experienced senior executive to fill the role of Assistant Commissioner, Community Operations, ACT Corrective Services (ACTCS).

ACTCS as a partner in the criminal justice system, contributes to safety through excellence in the delivery of adult correctional and community services.

The Assistant Commissioner, Community Operations will manage all aspects of community-based corrections and support the ACTCS Commissioner in delivering all aspects of Community Based Corrections.

The Assistant Commissioner represents the ACTCS in key whole of government programs, initiatives and activities including contributing to the progression of extended Throughcare in the ACT.

The position must maintain and promote an effective employee relations framework within Community Based Corrections ensuring that consultation and open communication is maintained with employees and representatives and that staffing matters are managed with sensitivity and in accordance with relevant enterprise and other industrial agreements.

Remuneration: The position attracts a remuneration package ranging from \$251,027 - \$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 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 are requested to submit an application of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

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

Communications and Engagement

Senior Director Communications and Engagement

Senior Officer Grade A \$148,991, Canberra (PN: 46905)

Gazetted: 07 September 2020

Closing Date: 21 September 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!

The Project Development and Support group provides leadership and contributes to the strategic direction of Major Projects Canberra, focussing on innovation, collaboration and high performance.

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

The Communications and Engagement Branch works collaboratively on all communication activity 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 is responsible for external communications and engagement, specifically for major projects that have designated to Major Projects Canberra to deliver, but also across other whole-of-government infrastructure projects in partnership with other Directorates. The Branch is also responsible for some internal communication work to support the Chief Projects Officer and the other business units as required.

As Senior Director Communications and Engagement you will lead a multidisciplinary team responsible for managing best practice communications and community engagement projects in line with the Whole of Government Communications and Engagement Plan and identified Major Project's Canberra priorities.

The Senior Director is responsible for leading the communications and engagement for specific projects within Major Projects Canberra – namely Light Rail, the Canberra Hospital Expansion, CIT Campus -Woden and the Canberra Theatre redevelopment – ensuring high project awareness and positive community sentiment contributing to project outcomes.

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

Eligibility/Other requirements:

Mandatory:

Extensive experience in corporate communications, high-end campaign management, community consultation and engagement, marketing and/or stakeholder management.

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

Desirable:

Relevant tertiary education qualifications such as in Communications, Marketing and/or Public Relations is highly desirable.

Communications and consultation experience in the delivery of large infrastructure projects is highly desirable.

Baseline security clearance (or ability to acquire).

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages 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: Damon Hall (02) 6207 0058 Damon.Hall@act.gov.au

Infrastructure Delivery Partners

Executive

Chief Engineer

Senior Director Policy Advisor to the Chief Engineer

Senior Officer Grade A \$148,991, Canberra (PN: 46362)

Gazetted: 04 September 2020

Closing Date: 11 September 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!

Major Projects Canberra (MPC) was established on 1 July 2019 to lead the procurement and delivery of the Territory's infrastructure program. It has two main components:

Procuring and delivering infrastructure projects designated by the Chief Minister into Major Projects Canberra. Typically, those designated projects will have significant complexity and scale. Major Projects Canberra will bear budget accountability for those projects and have accountability to the relevant Minister responsible for those projects. The first projects designated into Major Projects Canberra are the SPIRE Canberra Hospital project and City to Woden Light Rail (as well as finalisation of the Light Rail Stage 1 delivery phase); and

Delivering other whole-of-government infrastructure projects in partnership with other Directorates.

MPC currently hosts the Chief Engineer position. This role has a mandate to develop a workforce plan for engineers in the ACT Government and to provide strategic advice on infrastructure to government.

The Senior Director Policy Advisor role works directly to the Chief Engineer and provides strategic advice and support to the Chief Engineer. This is a key role to lead the delivery of the Engineering Workforce Plan.

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

Eligibility/Other Requirements:

Desirable: Relevant experience and/or tertiary qualifications in business administration will be highly regarded for this role.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages 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: Adrian Piani (02) 6205 4326 Adrian.Piani@act.gov.au

Infrastructure Delivery Partners

Executive Branch Manager, Social Infrastructure Branch

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E553)

Gazetted: 07 September 2020

Closing Date: 18 September 2020

Major Projects Canberra was established on 1 July 2019 to lead the procurement and delivery of the Territory's infrastructure program. It has two main components:

Procuring and delivering infrastructure projects designated by the Chief Minister into Major Projects Canberra. Typically, those designated projects will have significant complexity and scale. Major Projects Canberra will bear budget accountability for those projects and have accountability to the relevant Minister responsible for those projects. The first projects designated into Major Projects Canberra are: the SPIRE Canberra Hospital project, the City to Woden light rail (as well as finalisation of the Light Rail Stage 1 delivery phase); and the CIT campus development; and

Delivering other whole-of-government infrastructure projects in partnership with other Directorates.

Led by the Chief Projects Officer, Major Projects Canberra reports to the Head of Service and is accountable directly to the Treasurer and the relevant project Ministers.

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

The Role

The Executive Branch Manager, Social Infrastructure Branch will be responsible for ensuring the efficient and effective procurement and delivery of health infrastructure and capital works, as well as managing the reporting aspect of ACT Government Capital Works programs, on behalf of and in partnership with the ACT Health Directorate.

To apply: If you are interested in this exciting role, please provide a two-page application addressing the executive capabilities and the job specific criteria and a current curriculum vitae with two referees to Nikki Pulford via email to nikki.pulford@act.gov.au by COB Friday 18 September 2020.

Note: This is a temporary vacancy for a period up to 9 months. Selection may be based on written application and referee reports only and is open to current ACTPS employees.

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

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

Governance and Corporate Services

Corporate Services

Assistant Director, Human Services

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 44661)

Gazetted: 07 September 2020

Closing Date: 16 September 2020

Details: Do you love Human Resources (HR) and passionate about supporting people and business objectives that positively impact the community we live in? Are you up for a new challenge? Come and join the Suburban Land

Agency's Corporate Services team. We are looking for an experienced and enthusiastic Human Resource officer who can think outside the box, demonstrates integrity and drive and enjoys solving problems.

We are looking for a team player who is passionate about the customer experience, making a difference and coming up with new ways of thinking. Importantly, we are looking for someone who is flexible, proactive and able to establish good relationships across the agency.

The role works in a fast-paced environment and will deliver on a range of HR strategic priorities and provide HR operational support to Agency staff and executive. The role sits within the Corporate Services team and will also be required to support the broader team by managing the Reception, fleet and building management activities as required.

Eligibility/Other Requirements:

HR experience, knowledge of ACT Government processes and a Certificate IV in training or willingness to undertake further training is desirable.

Relevant HR qualifications or extensive HR experience in a similar role is highly desirable.

Certificate IV in Training is highly desirable.

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

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience against the Professional and Technical Skills, and Knowledge and Behavioural Capabilities above, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Caulfield (02) 6207 7613 michelle.caulfield@act.gov.au

Finance Valuations and Systems

Business Systems

Senior Director, Business Systems

Senior Officer Grade A \$148,991, Canberra (PN: 40738)

Gazetted: 03 September 2020

Closing Date: 17 September 2020

Details: The Suburban Land Agency is searching for a forward thinking systems manager to take one of the ACT Government's most exciting agencies into the digital future. This interesting role offers a unique opportunity to work in an organisation that crosses the government and commercial sectors. This position will be key to delivering a comprehensive campaign of driving organisational change and business improvements in systems and reporting. The position would suit a systems professional who enjoys a fast paced, dynamic environment and has the capacity to inspire staff, both within and external to their team. The ideal candidate will hold a degree qualification in a relevant field, with experience in defining requirements, evaluating solutions and implementing system and process change. It is essential that you have well developed communication skills with a strong focus on stakeholder management. 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 qualification in a relevant field would be an advantage.

Note: This is a temporary position available for a period of 12 months. Selection may be based on application 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: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joey Lee (02) 6205 3367 joey.lee@act.gov.au

Transport Canberra and City Services

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

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

City Services

Roads ACT

Road Maintenance/Program Delivery

Asset Inspector

Infrastructure Officer 1 \$71,833 - \$84,874, Canberra (PN: 23553)

Gazetted: 09 September 2020

Closing Date: 30 September 2020

Details: Roads ACT are seeking candidates for the position of Asset Inspector in the Road Maintenance/Program Delivery team. This position will coordinate the planning and delivery of a range of infrastructure maintenance, with accountability for administration, productivity and efficiency, quality standards and WHS and environmental requirements.

Eligibility/Other Requirements:

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience.

Note: This is a temporary position available for 12 months the possibility of permanency. 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 review the Position Description for details about the role and associated responsibilities.

Applications should include:

An up-to-date curriculum vitae;

The name and contact details of two referees; and

A maximum of one A4 page per Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shium Reza (02) 6205 9305 Shium.Reza@act.gov.au

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

City Services

City Presentation

Sport and Recreation Facilities

Assistant Director - Sportsground Manager

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 34748)

Gazetted: 09 September 2020

Closing Date: 23 September 2020

Details: Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great benefits, where your work will make a difference to the everyday lives of your family, friends and community.

Sport and Recreation Facilities (SRF) is part of the City Presentation Branch that is responsible for maintenance of majority of the public realm in Canberra. SRF is a dynamic and responsive business unit which provides sporting and recreation services for the Canberra community, contributing to the ACT's enviable position of having one of the nation's highest participation rates in sport. The successful applicant will be a key leader in maintaining our 282 hectares of irrigated sportsgrounds and serving our many and diverse customers. The position is responsible for oversight and leadership to a team of 18 staff delivering day to day operations to provide quality grounds and facility maintenance.

The ACT Public Service supports diversity and is committed to creating an inclusive workplace. As part of the 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:

Qualifications in Turf Management, Green Keeping or Horticulture is highly desirable or proven experience in sportsground management.

Drivers licence (C-class)

Workplace Health and Safety Induction (White Card)

Note: This is a temporary position available until the 31 August 2021 with the possibility of permanency. Selection may be based on application and referee reports only. An order of merit will be established from this process and may be used to fill identical vacancies over the next 12 months.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Ross Burden (02) 6207 2307 ross.burden@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

Roads ACT

Road Maintenance

Works Coordinator

General Service Officer Level 8 \$69,594 - \$73,540, Canberra (PN: 03136)

Gazetted: 08 September 2020

Closing Date: 29 September 2020

Details: Transport Canberra and City Services is seeking to fill the role of Works Coordinator. This position will work in collaboration with the Works Manager and Works Supervisor.

Under limited direction, coordinate the planning and delivery of a range of infrastructure maintenance, with accountability for administration, productivity and efficiency, quality standards and WHS and environmental requirements. See Position Description for more details.

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:

Driver's licence medium rigid (MR) (or ability to obtain within three months of commencement)

General induction white card Asbestos awareness (or ability to obtain prior to commencement)

Willingness to work overtime as and when required and to undertake training activities to meet operational and organisational expectations

Pre-employment medical required

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: Please address the Selection Criteria (What You Require) (a limit of three pages in total); a current curriculum vitae; and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Niklas Gansel Niklas Gansel Niklas.Gansel@act.gov.au

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

Transport Canberra and Business Services

Executive

Business Manager

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 42200)

Gazetted: 07 September 2020

Closing Date: 21 September 2020

Details: Transport Canberra is seeking an experienced Business Manager. The Business Manager holds a key coordination role within the Transport Canberra team and supports, builds and implements the governance, coordination and business processes required to deliver effective high-profile projects and business critical operational tasks.

We are looking for someone who has:

extensive experience in prioritising, coordinating and managing arrangements for the effective and efficient functioning in a fast-paced environment

well-developed interpersonal and communication skills, both written and oral, and the demonstrated ability to work with people across different levels, and

well-developed management, organisational and problem-solving skills, and who is proactive, flexible and can manage competing priorities

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:

Driver's licence (C-class)

Tertiary qualifications in Accounting and/or Business would be an advantage.

Note: An order of merit will be established from this selection process and may be used to fill future permanent and temporary vacancies over the next 12 months. Current and former ADF members are encouraged to apply.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Nikki Curtin (02) 6205 3091 nikki.curtin@act.gov.au

City Services

Roads ACT

Business Support

Business Administrator

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 26314)

Gazetted: 07 September 2020

Closing Date: 28 September 2020

Details: Are you a jack of all trades? Then this is your opportunity to join a dynamic team within Roads ACT. We are looking for someone who can do all the normal business administration tasks including Finance, Human Resources but can also handle whatever needs to be done. See Position Description for more details.

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 Business Administration (or equivalent) is highly desirable

High level problem solving, research and analytical skills

High level business computer literacy, including database packages, project management applications and the Microsoft Office suite (Word, Excel and PowerPoint)

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 current curriculum vitae; details of two referees and a written response to the Selection Criteria "What you Require", no more than one A4 page per criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bronwen Duke (02) 6207 5763 bronwen.duke@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.

Infrastructure Delivery and Waste

ACT NoWaste

Business Analytics

Business Analytics Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 45550)

Gazetted: 04 September 2020

Closing Date: 21 September 2020

Details: ACT NoWaste manages contracts and service agreements for a range of waste and recycling activities to residents and businesses. These services are provided at a number of facilities across the ACT as well as residential kerbside collections. ACT NoWaste designs, commissions and manages outsourced waste and recycling services which aim to encompass best practice, respond to community demand, maximise resource recovery and meet budget expectations.

The Business Analytics Officer works within a small team and reports to the Assistant Director, Business Analytics. The role is responsible for managing data requests, reporting and performance management services of ACT NoWaste.

The primary responsibilities for this position under supervision of the Assistant Director, Business Analytics include;

Waste reporting for operational and strategic purposes, including the development and delivery of dashboards from a number of waste management systems and more generally in ACT NoWaste.

Analyse and prepare responses to a range of data requests relating to waste generation and resource recovery in the ACT.

Interrogate and identify patterns and trends in datasets to support evidenced-based decision making on a range of waste policies and initiatives.

Engage and support in proper data management and governance practices within the business.

Present data in an engaging manner to stakeholders at all levels to identify key trends and issues.

Establish and maintain relationships with stakeholders, both within the Branch and the broader Directorate, to collaborate effectively to achieve common goals.

Provide system administration and support in a CRM cloud-based environment.

Provide support and assistance to ACT NoWaste management and staff as required.

Eligibility/Other Requirements:

Experience as a data analyst or business data analyst.

Knowledge of statistics and experience using reporting and database packages for analysing datasets (Excel, Power BI, SQL etc.) would be an advantage.

Qualifications in Mathematics, Economics, Computer Science, Information Management or Statistics would be highly desirable.

Experience with Salesforce or a similar Customer Relationship Management (CRM) system would be highly regarded.

Note: This is a temporary position available from 6 October 2020 up until 2 April 2021 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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: The following capabilities form the criteria that are required to perform the duties and responsibilities of the position. Please limit your response to 300 words per criteria.

Demonstrated ability to analyse data and interpret multiple datasets from various sources including experience in creating reports using Microsoft Excel/Power BI or other business intelligence tools from large databases, subsequent report writing and presenting findings.

Demonstrated technical troubleshooting skills with a customer centric approach.

Proven analytical and problem-solving skills, including the ability to conduct research and analyse waste data and contribute to organisational needs.

Demonstrated ability to work independently and cooperatively within a team to manage competing priorities and meet tight deadlines.

Understanding of and commitment to public service values and the implementation of Respect, Equity and Diversity (RED), participative work practices and Health and Safety (WHS).

Applications should be submitted via the Apply Now button below.

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

Infrastructure and Waste

ACT NoWaste

Business Analytics and Support

Business Systems Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 45549)

Gazetted: 03 September 2020

Closing Date: 21 September 2020

Details: ACT NoWaste manages contracts and service agreements for a range of waste and recycling activities to residents and businesses. These services are provided at a number of facilities across the ACT as well as residential kerbside collections. ACT NoWaste designs, commissions and manages outsourced waste and recycling services which aim to encompass best practice, respond to community demand, maximise resource recovery and meet budget expectations.

ACT NoWaste Business Analytics and Support (BAS) team is a key enabler in NoWaste and provides support, analysis and advice to ACT NoWaste by;

Ensuring NoWaste budgets are managed in the short and long term;

Providing insightful data, commercial and financial analysis for policy development, budget development, procurement, and contract management;

Ensuring data capture and reporting are streamlined whilst ensuring data accuracy and quality;

Administer business systems – Weighbridge system and Bin management system (red and yellow bins);

Ensure governance on account receivable, debt management and account payable processes;

Provide Customer support on requests for bins (red and yellow bins); and,

Provide input in to TCCS and external data reporting requirements.

The primary responsibilities for this position under supervision of the Assistant Director, Business Systems include;

Provide system administration and support in a Customer Relationship Management (CRM) cloud-based environment

Manage a range of components within business projects, often concurrently, in accordance with recognised project management methodologies to deliver a quality outcome within agreed tolerances

Organise and manage project meetings and meeting rooms, and minute these meetings

Review, action and manage project tasks using an online Agile tool and a scheduling tool, such as Microsoft Project

Manage and participate in user acceptance testing, including the creation of test scenarios and scripts

Review and manage project documentation in a digital record keeping environment

Provide support and assistance to ACT NoWaste management and staff 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:

Qualifications relevant to the duties of the position and/or substantial work experience relevant to the position is highly desirable.

Minimum experience of three years in a similar role, or experience in managing information systems.

Experience with Salesforce, or a similar Customer Relationship Management (CRM) system, will be highly regarded.

Project Management Diploma preferable.

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Demonstrated ability in system administration including customer-focussed trouble-shooting skills.

Proficiency in project management methodologies, including maintaining quality project documentation, in a Government environment.

Demonstrated ability to communicate effectively, to build and maintain working professional working relationships, and to work collaboratively with internal and external stakeholders.

High level organisational skills, including a demonstrated ability to manage competing priorities and work to project milestones and deadlines.

Understanding of and commitment to public service values and the implementation of Respect, Equity and Diversity (RED), participative work practices and Health and Safety (WHS).

Note: This is a temporary position available from 6 October 2020 up until 2 April 2021. 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 limit your response to 300 words per criteria, include a letter of introduction and two referees.

Applications should be submitted via the Apply Now button below.

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

APPOINTMENTS

ACT Health

Senior Officer Grade C \$108,926 - \$117,249

Quinton Brennan, Section 68(1), 8 September 2020

Canberra Health Services

Administrative Services Officer Class 3 \$65,097 - \$70,058

Jade Agnew, Section 68(1), 4 September 2020

Administrative Services Officer Class 3 \$65,097 - \$70,058

Brigida Botticelli, Section 68(1), 7 September 2020

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

Jake Brennan, Section 68(1), 28 September 2020

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade)

Amanda Cameron, Section 68(1), 10 September 2020

Administrative Services Officer Class 2 \$57,454 - \$63,443

Zoe Dwyer, Section 68(1), 24 September 2020

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

Nicola Irwin, Section 68(1), 1 October 2020

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

Shiji John, Section 68(1), 10 September 2020

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

Everton Martyn, Section 68(1), 1 October 2020

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

Suzhen Mo, Section 68(1), 1 October 2020

Clinical Coder Level 1 \$84,967 - \$117,890

Andrea Moore, Section 68(1), 17 September 2020

Administrative Services Officer Class 3 \$65,097 - \$70,058

Brittanee Neven, Section 68(1), 7 September 2020

Technical Officer Level 1 \$59,329 - \$62,203

Radha Regmi, Section 68(1), 21 September 2020

Staff Specialist Band 1-5, \$164,470 - \$202,905

Sergio Stefanelli, Section 68(1), 09 June 2020

Staff Specialist Band 1-5, \$164,470 - \$202,905

Roberto Orefice, Section 68(1), 09 June 2020

Canberra Institute of Technology

Administrative Services Officer Class 4 \$72,272 - \$78,254

Stephanie Farmer, Section 68(1), 2 September 2020

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

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$72,272 - \$78,254

Daniel Anderson, Section 68(1), 7 September 2020

Administrative Services Officer Class 5 \$80,323 - \$85,020

Ruhaani Asher, Section 68(1), 7 September 2020

Administrative Services Officer Class 6 \$86,547 - \$99,051

Matthew Haustead, Section 68(1), 7 September 2020

Administrative Services Officer Class 6 \$86,547 - \$99,051

Eamon Ritchie, Section 68(1), 7 September 2020

Community Services

Senior Officer Grade C \$108,926 - \$117,249

Ashlee Brewer, Section 68(1), 4 September 2020

Youth Worker 1 \$65,097 - \$70,058

Tomislav Lokinger, Section 68(1), 4 September 2020

Youth Worker 1 \$65,097 - \$70,058

Tiitii Tamalemai, Section 68(1), 8 September 2020

Child and Youth Protection Professional Level 1 \$67,958 - \$85,177

Georgina Wells, Section 68(1), 4 September 2020

Education

School Assistant 3 \$55,354 - \$59,575

Amanda Fleming, Section 68(1), 7 September 2020

Environment, Planning and Sustainable Development

Senior Officer Grade C \$108,926 - \$117,249

Blake Reeves, Section 68(1), 11 September 2020

Transport Canberra and City Services

Bus Operator - Training \$70,688

Colin Cougan, Section 68(1), 5 September 2020

Bus Operator - Training \$70,688

Grant Dewar, Section 68(1), 5 September 2020

Bus Operator - Training \$70,688

Michael Grieve, Section 68(1), 5 September 2020

Bus Operator - Training \$70,688

Hae Jin Nam, Section 68(1), 5 September 2020

Bus Operator - Training \$70,688

Alamjit Singh, Section 68(1), 5 September 2020

Bus Operator - Training \$70,688

Jasvinder Singh, Section 68(1), 5 September 2020

Bus Operator - Training \$70,688

Mandeep Singh, Section 68(1), 5 September 2020

Bus Operator - Training \$70,688

Glenn Mowbray, Section 68(1), 5 September 2020

TRANSFERS

Canberra Health Services

Elizabeth De Koeijer

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22468) (Gazetted 16 July 2020)

Dannielle Kentish

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 45161) (Gazetted 1 January 2000)

Racheal Kyereko

From: Registered Nurse Level 1 \$67,984

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 45024) (Gazetted 14 May 2020)

PROMOTIONS

Canberra Health Services

Sandra Brew

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

Canberra Health Services

To: †Registered Nurse Level 4.2 \$131,034

Canberra Health Services, Canberra (PN. 43217) (Gazetted 26 March 2020)

Clinical Services

Samantha Leicht

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22524) (Gazetted 4 July 2019)

Canberra Health Services

Sarah Norman

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 39830) (Gazetted 11 June 2020)

Canberra Health Services

Patricia Rennie

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 40403) (Gazetted 12 March 2020)

Clinical Services

Devi Vijayan

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. 45058) (Gazetted 13 February 2020)

Clinical Services

Alison Wong

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 33754) (Gazetted 12 March 2020)

Chief Minister, Treasury and Economic Development

Access Canberra

Customer Coordination

Applications and Approvals

Ebony Evatt

From: Administrative Services Officer Class 3 \$65,097 - \$70,058

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$72,272 - \$78,254

Chief Minister, Treasury and Economic Development, Canberra (PN. 13942) (Gazetted 7 February 2020)

Shared Services

Partnership Services

Customer Support Services/Service Desk

Bailey Snell

From: Administrative Services Officer Class 2 \$57,454 - \$63,443

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$72,272 - \$78,254

Chief Minister, Treasury and Economic Development, Canberra (PN. 36216) (Gazetted 13 May 2020)

CM Stream

Corporate Management

Digital Strategy and Transformation

Benjamin Goodwin

From: Administrative Assistant 5 \$80,323-\$85,020
Chief Minister, Treasury and Economic Development Directorate
To: Administrative Assistant 6 \$86,457-\$99,051
Chief Minister, Treasury and Economic Development Directorate, Canberra (PN: 41088) (Gazetted 22/07/2020)

Community Services

Children, Youth and Families
Child and Youth protection Services
Training and Development
Jamie Martin

From: Administrative Services Officer Class 3 \$65,097 - \$70,058
Community Services
To: Administrative Services Officer Class 4 \$72,272 - \$78,254
Community Services, Canberra (PN. 38095) (Gazetted 3 July 2020)

Education

School Performance and Improvement
South Weston Network
The Woden School
Sandford Beggs
From: Building Service Officer 2 \$59,578 - \$62,286
Education
To: Building Service Officer 3 \$69,594 - \$73,540
Education, Canberra (PN. 46618) (Gazetted 31 July 2020)

School Performance and Improvement
North Gungahlin Network
Majura Primary School
Bethany Lessard
From: Classroom Teacher \$73,246 - \$109,641
Education
To: †School Leader C \$126,542
Education, Canberra (PN. 17488) (Gazetted 18 November 2019)

School Performance and Improvement
North and Gungahlin Network
Dickson College
Madeleine Wynne
From: School Assistant 2 \$48,856 - \$53,947
Education
To: School Assistant 4 \$66,371 - \$71,867
Education, Canberra (PN. 48240) (Gazetted 22 July 2020)

Environment, Planning and Sustainable Development

Environment
ACT Natural Resource Management
Resilient Landscapes
Euroka Gilbert
From: Administrative Services Officer Class 5 \$80,323 - \$85,020
Environment, Planning and Sustainable Development
To: Administrative Services Officer Class 6 \$86,547 - \$99,051
Environment, Planning and Sustainable Development, Canberra (PN. 16097) (Gazetted 20 August 2019)

Justice and Community Safety

Legal

Christopher Adkins

From: Senior Officer Grade B \$128,286 - \$144,418

Community Services

To: †Senior Officer Grade A \$148,991

Independent Competition and Regulatory Commission, Canberra (PN. 09306) (Gazetted 12 June 2020)

Transport Canberra and City Services

City Services

Roads ACT

Road Maintenance

Conrade Johnson

From: General Service Officer Level 5/6 \$56,595 - \$62,286

Transport Canberra and City Services

To: †General Service Officer Level 7 \$64,220 - \$67,817

Transport Canberra and City Services, Canberra (PN. 44842) (Gazetted 3 July 2020)

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.

City Services

Roads ACT

Road Maintenance

Joshua Rothnie

From: General Service Officer Level 5/6 \$56,595 - \$62,286

Transport Canberra and City Services

To: †General Service Officer Level 7 \$64,220 - \$67,817

Transport Canberra and City Services, Canberra (PN. 44839) (Gazetted 3 July 2020)

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.