



ACT Government Gazette

Gazetted Notices for the week beginning 30 April 2020

VACANCIES

Canberra Institute of Technology

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

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

Education and Training Services

Education Services

Program Services

Education Advisor

Teacher Level 2 \$107,522, Canberra (PN: 34767, several)

Gazetted: 30 April 2020

Closing Date: 7 May 2020

Details: Canberra Institute of Technology (CIT) is seeking innovative Education Advisers to provide leadership and guidance to Vocational Education and Training (VET) trainers and managers in relation to teaching and learning practices. You will have an understanding of the VET Quality Framework and will advise staff on matters relating to training package implementation including course accreditation and compliance. You must have had extensive experience in the VET sector, so that you are able to work closely with staff to promote innovation around course delivery and assessment in a wide variety of industry areas. You will model CIT's cultural traits and the ACT Public Service values and signature behaviours.

Eligibility/Other Requirements:

Mandatory Qualifications:

TAE40116 Certificate IV in Training and Assessment. TAE50116 Diploma of Vocational Education and Training or equivalent.

Highly Desirable:

At least five years' VET experience.

Note: These are temporary positions available from 03 August 2020 until 31 December 2021. Selection may be based on application and referee reports only. The successful applicants may be streamlined according to CIT Streamlining procedures. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.

How to Apply: Please submit a pitch (max one page) showcasing your match to the role, and a detailed curriculum vitae (max four pages) with two referees (preferably including a current or recent manager). For more information, please contact the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sandra Duchnaj (02) 6205 7465 Sandra.Duchnaj@cit.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.

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

Shared Services

Strategic HR and Corporate

Data Analyst, Workforce Analytics

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 32175)

Gazetted: 01 May 2020

Closing Date: 18 May 2020

Details: Shared Services employs 950 people and provides strategic, technical, tactical and transactional support for ICT, Finance, Human Resource (HR) and Commercial services to ACT Government Directorates. Strategic HR and Corporate Branch provides advice and support to Shared Services business units in Human Resources and Corporate management, with a focus on being a valued business partner. Shared Services Strategic HR and Corporate Branch are seeking a Data Analyst with experience in Power BI to join their team. In this role, you will be responsible for providing meaningful metrics and analysis to support workforce and business planning. The successful applicant will establish informative HR data dashboards and reports; and, provide support by analysing data, interpreting trends, communicating findings and identifying opportunities for improvement. To be successful in this role you will have to apply your well-developed understanding of Power BI. You will have advanced research, investigative and analytical skills, and the ability to engage effectively with stakeholders to support their workforce decision making. You will thrive in the position if you are able to work both as part of a team and autonomously. 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 immediately until the 26 March 2021 with a possibility of extension. This role will be working remotely for the foreseeable future.

How to Apply: Applicants should provide their curriculum vitae and contact details of two referees. Please also review the "What you will do" and "What you require" sections of the Position Description and provide a two page written response that provides evidence of your suitability for the position. Include examples that clearly demonstrate relevant Experience, Skills, Knowledge and Behavioural capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracy Vickers (02) 6207 7296 tracy.vickers@act.gov.au

Commercial Services and Infrastructure Group Finance Services – Financial Applications Support

Assistant System Administrator

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 47284)

Gazetted: 01 May 2020

Closing Date: 8 May 2020

Details: The Financial Applications Support Team (FAST) is seeking an enthusiastic and motivated person, who working collaboratively with other team members, will assist in the delivery of financial systems services to ACT Government Directorates. Under the supervision of the System Administrator.

Financial Applications Support, the role will perform system administration functions for the Oracle E-Business Suite and various other business systems. Assist in the preparation of user documentation and assist in the presentation of user training. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience working with Oracle E-Business Suite, Accounts Payable Invoice Automation and good attention to detail is highly desirable.

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

How to Apply: If you are interested in this position, you should review the Position Description for details about the role and associated responsibilities and provide: your curriculum vitae, including two referees; a two-page personal pitch, providing examples of your achievements and how they relate to the Selection Criteria and the position requirements.

Applications should be submitted via the Apply Now button below.

Contact Officer: Linda McNaught (02) 6205 0756 Linda.McNaught@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.

Shared Services

Partnership Services

Service Centre

Senior Director, Service Centre

Senior Officer Grade A \$147,006, Canberra (PN: 08251)

Gazetted: 05 May 2020

Closing Date: 19 May 2020

Details: Partnership Services are seeking applications from experienced and motivated candidates to fill the temporary vacancy of Senior Director, Service Centre. The Service Centre operates as a centre of excellence in the provision of customer facing services to ACT Public Service directorates and the wider ACT Public Service.

The role of the Senior Director is responsible for the Recruitment and Information team and the Customer Communication team, consisting of approximately 26 team members. Recruitment processes in the ACT Government are undergoing review and significant change is likely as a result of the imminent implementation of a new HR management system. Candidates should have a track record of leading change and re-engineering business processes to deliver excellent customer service and streamlined service delivery. Demonstrated ability to think strategically and operationally to achieve strategic outcomes with the personal attributes of flexibility and adaptation to regularly respond to the diverse environment of the Service Centre being highly desired.

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 vacancy commencing immediately until March 2021. The vacancy is available at full and part time hours, at a minimum of 25 hours per week. Please indicate within your application whether you wish to work full or part time.

How to Apply: In two pages or less, tell us why you are the best candidate for the role addressing the Skills, Knowledge and Behaviour capabilities outlined in the Position Description, together with a copy of your current curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Harper (02) 6205 4254 Claire.Harper@act.gov.au

Access Canberra

Construction, Utilities and Environmental Protection Branch

Building and Planning Compliance

Assistance Director, Construction Monitoring and Inspection Team

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 13820)

Gazetted: 05 May 2020

Closing Date: 12 May 2020

Details: Are you an investigator ready for the next step in your career? Are you a regulator looking for an opportunity to work in an interesting and fast paced environment? If the answer is yes then the Building and Planning Compliance team would like to hear from you. We are looking for a highly skilled manager to lead the Monitoring and Inspection Team and demonstrate best practice casework in building and planning matters. You will have excellent written and oral communication, the ability to interpret and apply legislation as well as an interest in increasing building quality in the ACT. If this ad has sparked your interest please give the contact officer a call and submit an application. 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 until 1 October 2020 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a current curriculum vitae and a two page pitch giving examples of how your Skills, Knowledge and Behaviour meet the outlined Selection Criteria. Please provide the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Krystal Eppelstun (02) 6207 4844 krystal.eppelstun@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

Corporate Services

Internal Audit and Risk Management

Senior Assurance Officer

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 37555)

Gazetted: 06 May 2020

Closing Date: 20 May 2020

Details: The Senior Assurance Officer will work in a small team to contribute significantly to execute the internal audit program, provide secretariat support to the Audit and Risk Management Committee (ARMC) and assist with administrative tasks that are critical to the team's efficient and effective operations. Initiative, teamwork, organisational skills and attention to detail are essential to perform this role. The Senior Assurance Officer will also assist the team to facilitate the implementation of Risk Management, Fraud and Corruption and Business Continuity Frameworks across the Directorate. In addition, the Officer will also provide secretariat support to the Senior Executive Responsible for Business Integrity and Risk (SERBIR).

Eligibility/Other Requirements:

Desirable, but not essential, qualifications and experience:

Related tertiary and/or professional qualifications such as CPA/CA (or study towards) would be beneficial.

Related qualifications in Risk Management would be beneficial.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Mayoora Sinnathurai (02) 6205 0147 mayoora.sinnathurai@act.gov.au

Education

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

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

Business Services

Strategic Finance and Procurement

Strategic Finance

Finance Business Partner

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 03232)

Gazetted: 05 May 2020

Closing Date: 19 May 2020

Details: The Education Directorate is seeking an enthusiastic Finance Business Partner to provide financial support to the System Policy and Reform Division. You will have excellent collaboration, organisational and time management skills and demonstrated experience working in a fast-paced and dynamic working environment. You will also need to have an eye for detail and be a real team player who enjoys learning new skills and contributing to streamlining our financial processes.

Eligibility/Other Requirements: Experience or qualifications in a finance related field is preferred.

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

How to Apply: Please submit a two-page maximum statement of claims outlining your Skills and Experience taking into account the Selection Criteria and Position Description and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nida Zahid (02) 6205 9387 nida.zahid@act.gov.au

Service Design and Delivery

Student Engagement

NSET

Office Manager - Hearing and Vision Team

School Assistant 4 \$65,487 - \$70,910, Canberra (PN: 47107)

Gazetted: 05 May 2020

Closing Date: 12 May 2020

Details: The Hearing and Vision Support Teams work across all educational school settings to provide targeted support for Deaf/Hard of Hearing, blind and vision impaired students. The teams provide support for their student's schools and classteachers especially in consideration to technology that the students have and require to access the school curriculum. The teams work collaboratively with the schools to ensure they can meet their obligations to their students under the Disability Standards in Education.

The successful applicant will be able to work cooperatively and under appropriate supervision in a team environment to undertake a range of well-developed and high level administrative and support duties whilst adhering to tight timeframes. The successful applicant will demonstrate a vibrant and positive disposition, displaying high level customer service and stakeholder management skills.

Eligibility/Other Requirements:

Highly Desirable:

Have knowledge of how the Hearing and Vision team operates within the Network Student Engagement model under the framework of the Student Engagement Branch.

Have knowledge of the external agencies that students and families engage with.

Understand the technologies that Deaf/Hard of hearing students have and blind/vision impaired students use to access the curriculum.

Have experience and a clear understanding of supporting Deaf/Hard of Hearing and Blind/vision impaired students in class.

Note: This is a temporary position available immediately for a period of six months, with the possibility of extension and/or 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 submit current curriculum vitae, contact details for two referees and the written response to the Selection Criteria. Response to selection criteria should be a maximum of two pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Judy Hunter-Dickson (02) 6142 1885 Judy.Hunter-Dickson@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

Urban Renewal

Asbestos Response Taskforce

Acquisition, Demolition and Sales

Director, Demolition

Infrastructure Officer 4 \$127,670 - \$145,050, Canberra (PN: 46951)

Gazetted: 01 May 2020

Closing Date: 8 May 2020

Details: Are you our next Project Manager? 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 community? Then this is the opportunity for you!

The Asbestos Response Taskforce (Taskforce) within the Urban Renewal Branch of the Environment, Planning and Sustainable Development Directorate (Directorate) is looking for an experienced Project Manager who wants to be part of a committed, multi-disciplinary team to deliver quality outputs for the Directorate. You will be instrumental in providing high quality oversight and management of the Demolition and Maintenance program of the Loose Fill Asbestos Insulation Eradication Scheme. This role is responsible for managing the Taskforce's maintenance and demolition programs and will support and contribute to the broader operations that support the Taskforce. This role will include planning and delivering a safe and efficient demolition program, reviewing and monitoring risks through the development of risk management plans, maintaining effective partnerships with other areas of Government, stakeholders and the community and managing an effective and responsive maintenance program. We are looking for a highly organised Project Manager that can demonstrate their ability to prioritise work, deliver quality outcomes and has the flexibility to adapt to the ever-changing needs of the Taskforce. This role will provide you with the opportunity to work with passionate people delivering projects and policies on behalf of the ACT Government for the Community. The successful applicant will be comfortable working in a regularly changing environment addressing complex and sensitive issues. The Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ+ are encouraged to apply.

Eligibility/Other Requirements: Relevant qualifications; and/or demonstrated relevant experience in infrastructure and/or project management experience are highly desirable. Knowledge of the work of the Asbestos Response Taskforce and its clients are highly desirable. Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes.

Note: This is a temporary position commencing 24 June 2020 until 30 June 2021, with possibility of extension. A merit pool may be established to fill future temporary vacancies at level over the next twelve months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please provide a curriculum vitae, contact details of two referees, and a short statement (no more than two pages) outlining how your Skills, Qualifications and Experience make you an ideal candidate for the role. You should consider both the Duties/Responsibilities of the position and the Selection Criteria in drafting your statement.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kieran Ives (02) 6205 9095 Kieran.Ives@act.gov.au

Chief Operating Officer

Governance, Compliance and Legal

Information and Knowledge Management

Director - Information and Knowledge Management

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 39706)

Gazetted: 05 May 2020

Closing Date: 12 May 2020

Details: Do you want to work in a progressive, stimulating and rewarding multi-disciplinary environment where you can make a difference? Are you innovative in contributing to good evidence-based decision-making, transparent access to information and strong governance arrangements? We have a great opportunity to join the Governance, Compliance and Legal Services Branch and play a key leadership role in our Information and Knowledge Management Team. We value professional curiosity and an enquiring mind; people who ask why as a starting point to understand why not, and actively engage with our clients to identify their needs and develop the how. We are looking for a skilled individual who is delivery-focussed with outstanding engagement and communication skills, to lead, support and influence best practice records management, information access and freedom of information outcomes. You'll need to be a confident leader who provides guidance and support to a small team of information and knowledge management practitioners. You'll also need to be comfortable liaising with colleagues at various levels within the Directorate and across government along with information applicants

to identify, understand and deliver on their needs. 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: Strong leadership, influencing and written communication skills are essential as is the ability to develop and implement effective frameworks, policies, procedures, systems and tools to support quality practices. The ability to demonstrate a customer-focussed approach, be flexible, show initiative, work collaboratively and solve problems as they arise will be key as you'll be part of dynamic branch tasked with supporting and enabling the Directorate's performance, strategic and business operations. Experience leading teams in a high-performing customer-focussed environment and delivering high-quality and compliant outcomes in line with the *Freedom of Information Act 2016* and the *Territory Records Act 2002* (or similar legislation) is highly desirable.

Note: This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. 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 two-page pitch outlining your Skills, Knowledge and Behaviours against the position duties. Please also include details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Muir (02) 6205 4303 richard.muir@act.gov.au

Sustainability and the Built Environment

Planning Delivery

Office of Surveyor-General and Land Information

Director of Land Information

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 15369)

Gazetted: 01 May 2020

Closing Date: 22 May 2020

Details: The Office of the Surveyor-General and Land Information has an exciting opportunity for a highly skilled and innovative Geographic Information System (GIS) specialist to lead a team of professional and technical staff to: Support continued delivery and enhancement of ACT Government's ACTmapi platform and open spatial services as well as build stronger connections with government and industry users. Lead in upgrading the Spatial Data Management System (SDMS) into ArcGIS Pro and online editing tools. Establish and sustain strong new functions in external/industry engagement, and effective digital delivery. Work collaboratively to support all other ACT Government functions as the Geospatial representative across all sections of Government. The successful candidate will need to demonstrate that they are an agent of change with strong leadership and project management skills. The individual must also have strong communication and consultation skills and ability to lead discussions, engage and influence senior stakeholders.

Eligibility/Other Requirements: Degree or Diploma in Spatial Science or related qualifications are highly desirable. Knowledge of, or experience with, cloud computing specifically around geospatial applications would be an advantage. Knowledge of, or experience with, the ACT land administration system would be an advantage.

Note: This is a temporary position covering maternity leave. This position is available from 3 August 2020 until 22 October 2021. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020.

Under ABW arrangements, officers will not have a designated workstation/desk. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a pitch as a response to the selection criteria. The maximum word length of the pitch should not exceed 500 words. (Approximately two pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristy Van Putten (02) 6205 3628 Kristy.VanPutten@act.gov.au

Health

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

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

Medical Services

Pathology

Clinical Chemistry

Chemical Pathology

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 47489)

Gazetted: 07 May 2020

Closing Date: 01 Jun 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 with the exception of 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 on line journals and textbooks.

The preferred candidate may be 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 clinical/ research matters to Canberra Health Services.

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:

ACT Pathology is a division of Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. ACT Pathology incorporates the Academic Department of Pathology of the Australian National University Medical School led by the Professor of Pathology.

Chemical Pathology, as a part of ACT Pathology, provides diagnostic, analytical and consultative services. It performs a wide spectrum of testing that ranges from automated, high throughput analysis to specialised testing. It is one of the busiest laboratories within pathology performing over 1 million tests per annum. Chemical Pathology is currently accredited with the Royal College of Pathologists Australasia (RCPA) for provision of Registrar training for a period of 4 years.

Under broad direction of the Director of Chemical Pathology and the Executive Director of Pathology, you will be required to attend the laboratory for designated sessions, participate in the Chemical Pathology on-call roster, and provide supervision to scientific staff and registrars ensuring quality of results reported from the laboratory.

Eligibility/Other Requirements:

Mandatory:

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA) with specialist registration in Chemical Pathology.

Fellow of the Royal College of Pathologists Australasia or equivalent specialist qualifications.

Desirable:

A current Driver's licence.

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

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

Note: This is for a permanent part-time position for 16 hours per week.

Salary, Remuneration and Conditions:

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

Annual Salary: Indicative total package value of between: \$272,410 - \$331,380 inclusive of salary, applicable allowances and 10.5% super.

Starting salary will be negotiated within this band for the successful candidate, depending on their experience and expertise. Reimbursement of relocation costs may be available if you are the successful candidate.

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

Contact Officer: Dr Marie Salib (02) 5124 8646 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

Justice and Community Safety

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

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

**Chief Officer, ACT State Emergency Services
Temporary Vacancy (20 May 2020 to 19 August 2020)**

Justice and Community Safety Directorate

Emergency Services Agency

Position: E576

(Remuneration equivalent to Executive Level 1.2)

Date circulated: 1 May 2020

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

The Justice and Community Safety Directorate (JACS) is seeking expressions of interest to fill the role of Chief Officer, ACT State Emergency Service (ACTSES) within the Emergency Services Agency from 20 May 2020 to 19 August 2020 (with the possibility of extension). The ACT State Emergency Service (ACTSES) provides immediate assistance to the community during emergencies and disasters in the ACT. It works closely with the community and the ACT Government to deliver a number of initiatives aimed at better preparing the community and local agencies for emergency events. Reporting to the Commissioner of the ACT Emergency Services Agency, the role is responsible for strategically leading the ACTSES to deliver a responsive, contemporary and efficient service. This will require you to set the strategic direction, lead an extensive volunteer workforce, deliver community awareness initiatives and actively contribute as part of a cohesive leadership team across four operational services in the implementation of the strategic reforms across the agency.

Eligibility/Other Requirements: The position requires a person who has the ability to undertake the statutory responsibilities of Chief Officer ACTSES as provided in the *ACT Emergencies Act 2004* during this time.

To apply: Interested candidates are requested to submit an EOI of no more than 500 words, as well as a current curriculum vitae and the name and contact details of two referees to Georgeina Whelan via email

georgeina.whelan@act.gov.au by COB Thursday 7 May 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 \$230,275 - \$221,815 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$169,203.

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

ACT Corrective Services

Corporate Services

Information and Business Solutions Unit

Business Analyst

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 42526)

Gazetted: 05 May 2020

Closing Date: 19 May 2020

Details: ACT Corrective Services (ACTCS) is pleased to offer an opportunity for an experienced and motivated individual to join the Information and Business Solutions Unit as a Business Analyst, in the Corrective Services Information Management Solutions (CSIMS) project team. As the Business Analyst, you will assist in the business analysis of various ACTCS' business processes to support the successful implementation of the CORIS® system. The successful applicant will assist in the analysis of existing and future business processes and the mapping with the operational design for CORIS® system functions. You will also demonstrate the ability to identify and support organisational change management activities for inclusion in CORIS® system.

In addition, you will be required to work collaboratively with CSIMS' subject matter experts and Abilis project team (CORIS® system supplier), to source required information and review documentation and information prepared during various stages of project. You will actively participate in all implementation phases including the detailed analysis, development, sandbox testing, user acceptance testing, training and go live. Further to this, you will attend project meetings and analyse the information, to assist in identification of risks and mitigation strategies and to progress assigned activities within agreed project schedule/timeline. The successful applicant will demonstrate the ability to identify and support organisational change activities and assist in preparation of advice on various options for Executive decision making where business process and/or solution changes are identified. 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 relevant tertiary qualification in Business Analysis/Informatics is highly desirable. Demonstrated proficiency and experience in using BPMN 2.0, MS Visio and MS Office Suite.

An understanding of Corrective Services will be highly regarded. A current driver's licence is essential.

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

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

Note: This is a temporary position available immediately until May 2021 with the possibility of extension.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Dayanand Deshmukh (02) 6207 8842 dayanand.deshmukh@act.gov.au

Corporate

Strategic Finance

Finance Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 10265, several)

Gazetted: 05 May 2020

Closing Date: 19 May 2020

Details: Applications are sought for a Finance Officer role within the JACS Strategic Finance. Strategic Finance is seeking a motivated, well organised person who possesses the following skills to effectively perform the role and functions of Finance Officer:

A good understanding and has experience in public sector financial management processes and financial frameworks; Good understanding of reconciliations, experience in financial systems e.g. Oracle and TM1 and the ability to analyse relevant financial information;

Strong communication skills with the ability to develop positive relationships with stakeholders; and

Contribute to the goals and business improvements of the Strategic Finance team.

Eligibility/Other Requirements: Accounting and finance qualifications are highly desirable but not essential.

Note: This is a temporary position available immediately for six months with 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. 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: Interested applicants should provide a two-page pitch addressing the capabilities in the Position Description. A current curriculum vitae with referees should also be provided. All enquiries regarding the role can be directed to the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sharon Wong (02) 6205 8217 Sharon.Wong@act.gov.au

ACT Corrective Services

Executive Support and Governance

Policy, Legal and Research Unit

Senior Policy Officer (Indigenous Services and Cultural Diversity)

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 43036)

Gazetted: 05 May 2020

Closing Date: 17 May 2020

Details: A career opportunity has arisen within ACT Corrective Services (ACTCS) for an experienced and highly motivated person to fill the position of Senior Policy Officer (ASO6) (Indigenous Services and Cultural Diversity), in the Executive Support and Governance unit. The successful applicant will contribute to the development and implementation of strategic and operational policy by interpreting and synthesising existing policy, legislation, and practices to create insightful, concise, and intelligible products, with a focus on Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse Peoples. In addition, you will develop and maintain networks across industry, government, and other stakeholders to elicit support, involvement, and knowledge relevant to and impacting corrective services. To be successful in the role, the officer will need to be highly organised, pay attention to detail and be able to communicate with a broad range of stakeholders across government, the community sector, academia and the public. The officer will need to be self-motivated, respond quickly to changing priorities and show initiative, sound judgement and an ability to adhere to tight timeframes.

Eligibility/Other Requirements: This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. Relevant qualifications in law, criminology, or social sciences would be an advantage. The successful candidate will be required to undergo a National Police check. Current driver's licence is essential.

How to Apply: Applicants are required to submit four items: (1) A one to three page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements; (2) a current curriculum vitae; (3) the names and contact details of two referees (one should be a current Supervisor/Manager); and (4) a copy of your current driver's licence. Please ensure you submit all four items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laila Kazak (02) 6207 9289 laila.kazak@act.gov.au

ACT LCT

Magistrates Court

Alternative Dispute Resolution Legal Officer

ACT Courts and Tribunal Legal 1 \$66,097 - \$133,121, Canberra (PN: 37051)

Gazetted: 01 May 2020

Closing Date: 25 May 2020

Details: The Alternative Dispute Resolution (ADR) Unit of the Magistrates Court provides alternative dispute resolution services for the effective and efficient disposition of cases in a range of matters. The role of Legal Officer and Deputy Registrar, Magistrates Court is responsible for managing and providing ADR services through conducting conferences in Family Violence and Personal Violence matters and working as a team with other conferencing staff within the ADR Unit of the Magistrates Court. The role has limited delegations as a Deputy Registrar of the Court and is responsible for the exercise of some statutory powers. The role includes providing legal advice on questions of law or legal practice to staff within the ACT Courts and Tribunal and developing sound working relationships with a range of key stakeholders.

Eligibility/Other Requirements: Admission as a practitioner of the High Court or the Supreme Court of an Australian State or Territory. Three years post admission experience. Accreditation under the National Mediation Accreditation System or interest in obtaining.

Note: This position is available immediately. This position is part-time at 25 hours per week and the full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Interested applicants should provide a supporting statement of no more than two pages addressing the capabilities to perform the duties and responsibilities of the position, contact details of two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Kamarul (02) 6207 9703 Matthew.Kamarul@courts.act.gov.au

ACT Corrective Services

Custodial Operations

Detainee Services

Grounds Maintenance Officer

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 14704)

Gazetted: 01 May 2020

Closing Date: 15 May 2020

Details: ACT Corrective Services (ACTCS) is looking for an enthusiastic, motivated and conscientious person to fill the role of Grounds Maintenance Officer (ASO3) at the Alexander Maconochie Centre (AMC), within Detainee Services. The successful applicant will contribute to the upkeep of the grounds at the AMC. This includes planning and preparing for maintenance activities; monitoring the condition of grounds and plants and ensuring provision of ongoing care and/or remedial action; monitoring and implementing maintenance programs for machinery; and assessing results of maintenance works against the maintenance program. In addition, you will be required to supervise detainees performing duties related to AMC grounds, including induction in the correct and appropriate operation of grounds maintenance equipment, ensuring Work Health and Safety requirements are met. This also includes the issuing and providing instruction on the correct use of Personal Protective Equipment. The successful applicant will be expected to demonstrate the ability to supervise and work with detainees and possess well developed interpersonal and communication skills necessary to build rapport with a diverse range of 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: Qualifications and/or experience in horticultural studies is highly desirable. Current driver's licence. Eligible candidates will be required to undergo a National Police check. The occupant of this position may be required to undertake parts of the duties outside normal business hours. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

How to Apply: Applicants are required to submit four items: (1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities having regard for the job

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

Applications should be submitted via the Apply Now button below.

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

Emergency Services Agency

Executive Branch Manager, People, Culture and Training, Emergency Services Agency

Executive Level 1.3 \$236,451 - \$245,570 depending on current superannuation arrangements, Canberra (PN: E838)

Gazetted: 06 May 2020

Closing Date: 22 May 2020

Details: The Emergency Services Agency (ESA) is seeking applications from experienced, innovative and motivated individuals to fill the position of Executive Branch Manager, People, Culture and Training, Emergency Services Agency. The Executive Branch Manager, People, Culture and Training, Emergency Services Agency reports directly to the Commissioner and provides high level strategic leadership across a broad and complex portfolio. The Executive Branch Manager, People, Culture and Training, Emergency Services Agency ensures effective governance and management structures are in place to enable each team to achieve their purpose and deliver high quality enabling services across the ESA. The key teams within this portfolio are Workforce Planning, ESA Training Team, Women in Emergency Services project, Wellbeing Programs and Injury Prevention. The Executive Branch Manager, People, Culture and Training, Emergency Services Agency is an executive of the Justice and Community Safety Directorate and therefore is aligned with the Chief Human Resources Officer of Justice and Community Safety (JACS).

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: For further information and to apply go to Current Opportunities at www.rosemaryhardham.com.au or contact Rosemary Hardham on (03) 8648 6552.

Contact Officer: Rosemary Hardham (03) 8648 6552

ACT Courts and Tribunal

Registrar ACT Civil and Administrative Tribunal

Executive Level 1.3 \$236,451 - \$245,570 depending on current superannuation arrangements, Canberra (PN: E1142)

Gazetted: 01 May 2020

Closing Date: 21 May 2020

The ACT Civil and Administrative Tribunal (ACAT) is established under the *ACT Civil and Administrative Tribunal Act 2008* (the Act) and undertakes a broad range of work including the review of many ACT Government administrative decisions and the resolution of applications dealing with discrimination complaints, guardianship, financial management and enduring powers of attorney, mental health treatment and care, residential tenancies disputes, the discipline and regulation of various occupations, energy and water hardship and complaints/investigations, civil disputes valued under \$25,000, unit titles and retirement villages disputes, liquor licensing and disputes under the *Motor Accident Insurance Act 2019*.

The Registrar of the ACAT is appointed by the Director-General under section 110 of the Act with responsibility for a range of quasi-judicial, statutory and administrative functions relating to the operation of the tribunal including the management of cases coming before it.

As Registrar you will exercise quasi-judicial powers, provide high level advice to the ACAT President and ACAT Members on matters of legislation and tribunal practice, and give direction and support to the registry staff. You will also support the Principal Registrar of the ACT Courts and Tribunal in the overall management of the organisation.

To be a strong contender for this appointment you will need to be a self-motivated person with highly developed communication and interpersonal skills, sound judgement, very good planning and organisational skills

(particularly in relation to work prioritisation), and a commitment to the delivery of high quality services. You will be able to demonstrate success in achieving best practice in tribunal operations with proven ability to inspire employees to embrace change and transformation in an inclusive and dynamic environment. You will also need to be a legal practitioner with at least five years' post admission experience, preferably in civil or criminal litigation.

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 the [Public Sector Management Act 1994](#) 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.

Eligibility/Other Requirements: Admission as a practitioner of the High Court or the Supreme Court of an Australian State or Territory.

How to Apply: Please provide a written response of no more than four pages addressing the Selection Criteria, your curriculum vitae and the names of two referees before close of business on 21 May 2020.

For further information please contact Philip Kellow, Principal Registrar and CEO, ACT Courts and Tribunal on (02) 6207 1054 or email to philip.kellow@courts.act.gov.au.

Applications should be submitted the Apply Now button below.

Contact Officer: Philip Kellow (02) 6205 9772 philip.kellow@courts.act.gov.au

ACT Corrective Services

Custodial Operations

Court Transport Unit

Director of Court Transport Unit

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 46955)

Gazetted: 05 May 2020

Closing Date: 18 May 2020

Details: A career opportunity has arisen within ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the role of Director of Court Transport Unit (SOGB). The Court Transport Unit (CTU) is an extremely dynamic unit exhibiting a high degree of professionalism in a very visible role, building strong relationships with a range of stakeholders and maintaining public safety. As the Director of CTU you will be responsible for providing effective leadership, management and oversight of CTU operations, contributing to a positive and innovative organisational culture and the development of initiatives to implement change within the workplace. You will be accountable for the integrity of all systems, processes and staff within the CTU and maintain oversight of Work Health and Safety processes and systems. You will also be working directly with offenders and detainees. In addition, you will build and maintain stakeholder relationships to ensure the CTU remains responsive to an environment of change. You will create an environment which ensures the effective delivery of services, developing policy and processes and ensuring these are adhered to. To be successful you will possess exceptional communication and interpersonal skills in addition to demonstrating strong leadership and management qualities. You will also demonstrate an ability to develop and compose complex workplace documents. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Qualifications and/or a combination of extensive experience and training in a relevant field will be highly regarded. Background/Security clearance checks will be conducted. Current driver's licence is essential. This position does require a pre-employment medical. Please refer to the medical check policy advice and use the Work Environment Description below to inform this requirement. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

How to Apply: Applicants are required to submit four items: (1) A one to three page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements; (2) a current curriculum vitae; (3) the names and contact details of two referees (one should be a current Supervisor/Manager); and (4) a copy of your current driver's licence. Please ensure you submit all four items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Corinne Justason (02) 6205 9788 corinne.justason@act.gov.au

**Public Trustee and Guardian
Guardianship**

Principal Guardian

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 20341)

Gazetted: 05 May 2020

Closing Date: 19 May 2020

Details: The Public Trustee and Guardian is a unique organisation that provides trustee, guardianship and estate administration services to the ACT community.

We have a vacancy for a motivated and well organised professional to be appointed as Principal Guardian in our Guardianship Unit.

Our Guardianship Unit provides guardianship services to adults in our community who have diminished ability to manage their affairs due to a physical, mental, psychological or intellectual condition. Guardianship services are provided under authority of an order of ACAT or Enduring Power of Attorney.

The successful candidate will lead the day-to-day administration of a busy multi-disciplinary team involved in the provision of guardianship services. This includes the ability to administer, apply and interpret legislation. We are seeking an articulate, confident person with strong client and staff management skills.

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

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

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

Applications should be submitted via the Apply Now button below.

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

Transport Canberra and City Services

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

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

Transport Canberra Operations

Light Rail Operations

Commercial and Records Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 47210)

Gazetted: 30 April 2020

Closing Date: 14 May 2020

Details: Transport Canberra is responsible for the planning and delivery of light rail and bus services to the people of Canberra. Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015). Transport Canberra Light Rail Operations is seeking a Commercial and Records Officer to provide administrative support. The position will be responsible for the coordination of records and contract communications in relation to Light Rail Operations to ensure contractual requirements are met. The Commercial and Records Officer will report directly to the Senior Director, Commercial and Contract Manager Light Rail Operations, and will be expected to liaise closely with other officers in Transport Canberra and City Services and other directorates in the ACT Government.

To be successful in this position you will:

Have fantastic organisational and time-management skills

Have a high-level of attention to detail

Have high-level communication skills, demonstrating judgement and discretion

Be able to work as part of team, and with external stakeholders to deliver organisational outcomes.

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

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

Note: This is a temporary position available immediately for six months with the possibility of extension and/or permanency. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. 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 attach your curriculum vitae and provide a one-page pitch demonstrating your Skills and Behaviour and Professional / Technical Skills and knowledge in relation to the duties and responsibilities listed in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tahni Littlejohn (02) 6205 2928 tahni.littlejohn@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

Transport Canberra Operations

Human Resources

Training Coordinator

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 35990)

Gazetted: 05 May 2020

Closing Date: 19 May 2020

Details: The Transport Canberra Operations Human Resources (HR) Business Unit consists of three teams HR, Training and Development and Work Health and Safety (WHS). The HR team provides position and occupancy management, workforce planning, pay and leave management, enterprise agreement interpretation, operational policy and procedural development, support in relation to people matters, and recruitment support across all TCO business areas. The WHS team provides operational WHS support to the Bus Operations business area, currently three sites across Canberra, as well as liaising with WorkSafe ACT, ComCare, SafeWork Australia, and other WHS stakeholders. The Training and Development team provides on boarding, training and capability development to the Bus Operations business area. The Training Coordinator is responsible for providing quality training and administrative support to the Training and Development team in order to meet the key Transport Canberra training deliverables. This includes working in partnership with the TCO HR team in on boarding, coordinating and allocating bus driver applicants onto training courses. This position requires the team member to assist the ASO6 Training and Development Officer in maintaining training and assessment documentation, training resources, tools and processes. This position works closely with the Registered Training Organisation and other service delivery providers, such as licensing regulators, to successfully deliver the training.

To be successful in this position you will need to:

Sound oral and written communication, consultation and collaboration skills, with the ability to tailor the communication style to suit target audiences

Demonstrated organisational skills including the ability to effectively prioritise competing workloads including attention to detail. Demonstrated communication, facilitation, and interpersonal skills with internal and external stakeholders while demonstrating sound judgement and discretion. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. Eligibility/Other Requirements: Certificate IV Training and Assessment – TAE40116 is highly desirable. Experience in delivering training programs to an operational workforce, such as in the transport or logistics industries would be beneficial.

Note: An order of merit list may be established to fill future vacancies at level over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

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

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

City Services

Roads ACT

Works Coordinator

General Service Officer Level 8 \$68,667 - \$72,560, Canberra (PN: 03136)

Gazetted: 06 May 2020

Closing Date: 20 May 2020

Details: Roads ACT are seeking candidates for the role of Works Coordinator within the Road Maintenance team. The successful candidate will, with limited supervision, coordinate the planning and delivery of a range of infrastructure maintenance programs, with accountability for administration; productivity and efficiency; quality standards; WHS and environmental requirements. The successful candidate will provide high quality services; work cooperatively with others; be a team player; and be flexible when priorities change. 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 requirements include:

Driver's licence medium rigid (MR)

General induction white card

Asbestos awareness

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

Pre-employment medical

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

How to Apply: Applicants should address the Selection Criteria, provide a current curriculum vitae and the contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bradley Tarlinton (02) 6205 5641 bradley.tarlinton@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.

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

Quality Safety Innovation and Improvement

Quality and Safety

Director, National Standards and Patient Care

Registered Nurse Level 5.6 \$184,303, Canberra (PN: 46829)

Gazetted: 07 May 2020

Closing Date: 21 May 2020

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales

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

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

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

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

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

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 Nursing and Midwifery and Patient Support Services (NMPSS) consults and partners with Executive Directors of clinical services across Canberra Health Services (CHS) on nursing and midwifery; and patient support service issues, make decisions on across-the-board approaches and plays a central role in championing an exciting transformational agenda in CHS which will bring exceptional and innovative health outcomes to our diverse community, and set new standards and models of healthcare in Australia.

The Quality and Safety area is focused on the importance of patient safety and quality improvement in CHS, and the synergies that exist to provide continuous improvement and management of opportunities and threats within a dynamic health environment. The Registered Nurse 5.6, Quality and Safety is a crucial leadership role requiring a high level of ethics and integrity, with the ability to be objective and independent. Your leadership skills and experience will equip you to effectively manage these functions, providing expertise on quality and patient safety with particular focus on key measures tied to performance, improvement and innovation.

The RN 5.6, Quality and Safety provides support to the Executive Director, Nursing and Midwifery and Patient Support Services, and is responsible for providing leadership to and oversight and mentoring for the effective implementation of clinical quality and safety initiatives throughout CHS driving improvement and innovation.

In this role you will also manage fiduciary oversight of quality systems, practices across the continuum of care and augment the use of clinical analyses to help evaluate care and promote continuous quality improvement including accreditation, infection control and survey readiness.

Working in partnership with a network of quality and safety leaders, the RN 5.6 brings;

an enterprise view to patient safety and quality improvement activities;

facilitates the building of capacity and expertise for patient safety and quality improvement;

supports CHS in its continuous effort to improve the safety and quality of care; and

improves health system transparency and accountability.

This position will work directly to the Executive Director, Nursing and Midwifery and Patient Support Services but is expected to act autonomously and make decisions at the operational level along with aligning the strategic priorities within CHS. The position will require strong working relationships with CHS and ACT Health Directorate executives.

Eligibility/Other Requirements:

Mandatory:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Demonstrated knowledge of contemporary clinical practice and governance; proven ability in developing and monitoring clinical standards and guidelines and a sound understanding of quality management systems and continuous process improvement principles and practices.
- Detailed understanding of leadership, financial risk management, strategic direction-setting, effective people management and the challenges facing modern healthcare service delivery.

Desirable:

- Relevant Tertiary qualifications in a field related to Quality Management.
- Strategic leadership and experience in leading and implementing change and driving improvements in quality and safety.
- Experience in the health sector with a deep understanding of healthcare service delivery, domestic and global health structures and best practice.
- Extensive knowledge and experience in best-practice and contemporary management.

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.
Contact Officer: Denise Patterson (02) 5124 2147 denise.patterson@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Business Support Mental Health

Operational Director, Adult Acute Mental Health Services

Senior Officer Grade A \$147,006, Canberra (PN: 36826)

Gazetted: 07 May 2020

Closing Date: 18 May 2020

About us

Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

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

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

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

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance 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 Speciality Services
- Adult Community Mental Health Services
- Adult Acute Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services

Overview of the work area and position

The position holder is expected to operate within the Public Sector Management *Amendment Bill 2016*, the ACT Public Service Code of Conduct.

The position will be accountable and responsible to the Executive Director – MHJHADS through a Performance Management Plan. In keeping with the value of collaboration, the position will operate in partnership with other members of the executive of the Division.

The Operational Director and the Clinical Director for each program area will work in collaboration to ensure high quality outcomes for the people who use the program – utilising the matrix document at Attachment A. In addition, they will work in collaboration with other program areas to ensure high quality outcomes for the people who use services from the Division.

Eligibility/Other Requirements

Mandatory:

- Tertiary qualifications (or equivalent) in Health or a related discipline are essential.

Desirable:

- Postgraduate qualifications in Management Field are highly desirable
- 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*.

Note: This is a temporary position available for 12 months with the possibility of extension. This position is required to participate in an on call roster.

Contact Officer: Karen Grace (02) 5124 1577 karen.grace@act.gov.au

Clinical Services

Cancer Nursing

Haematology

Clinical Nurse Consultant, Haematology Outpatients

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 46810)

Gazetted: 07 May 2020

Closing Date: 20 May 2020

Our Vision: creating exceptional health care together

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

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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

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

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

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

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

Overview of the work area and position. The Haematology Outpatient Service is a dedicated unit providing a variety of procedures and treatments within an Ambulatory setting to patients with malignant and non-malignant haematological disorders in the ACT community. Nursing staff are key members of the multidisciplinary team and work within a supportive environment to develop professionally and deliver patient centered care.

The Clinical Nurse Consultant (CNC) is responsible for the maintenance and upholding standards of nursing care within the Haematology Outpatients Unit, including human and financial management. This involves fostering an environment which actively encourages the development of expert nursing skills and professional development within the area, supporting a positive workplace culture and environment.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post graduate qualifications (or equivalent) in Haematology Nursing, or similar.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

Note: The position is Monday to Friday, business hours with some flexibility required.

Contact Officer: Julianne Siggins (02) 5124 8557 julianne.siggins@act.gov.au

Women, Youth and Children

Maternity Services

Clinical Development Midwife

Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 12860)

Gazetted: 07 May 2020

Closing Date: 22 May 2020

Details: Our Vision: Creating exceptional health care together.

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

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- Four Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position

The Clinical Development Midwife position supports all midwives within the Centenary Hospital for Women and Children. This position also provides support for newly graduated midwives, through an intensive orientation program and provide extensive educational and clinical support throughout the Maternity Unit for all staff through department wide in-service and education activities. The Clinical Development Midwife will be supported by the Clinical Support Midwife and Clinical Midwife Managers to work within their full midwifery scope of practice across all areas of Maternity.

Eligibility/Other Requirements:

Mandatory:

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

Eligibility for membership of the Australian College of Midwives.

Extensive experience as a Registered Midwife across the full scope of practice.

The successful applicant will be required to undertake "Train the Assessor" training through Capability if they do not hold a similar qualification such as Certificate 4 in Training and Assessment.

Desirable:

Postgraduate qualifications in relevant field e.g. Midwifery, Child and Family Health and/or Clinical Leadership

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This is a temporary position available for a period of 12 months with the possibility of extension. This position is full-time however part-time hours will be considered. Clinical Development Midwives are required to work a rotating roster with morning and evenings shifts, 7 Days per week.

Contact Officer: Fiona Cameron (02) 5124 7737 fiona.cameron@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Rehabilitation and Speciality Mental Health Services

Psychologist - Adult Mental Health Rehabilitation Unit

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 23690)

Gazetted: 07 May 2020

Closing Date: 22 May 2020

Details: Our Vision: creating exceptional health care together

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

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a

catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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

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

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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:

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Secure Mental Health Inpatient Services, and

Rehabilitation and Specialty Mental Health Services

Adult Mental Health Rehabilitation Unit (AMHRU) is an 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. The AMHRU is located adjacent to Adult mental Health Day Service (AMHDS) at University of Canberra Hospital (UCH), and focus is on step-down programs, pharmacotherapy, psychological therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care and principles of Recovery. The team aims to provide collaborative care involving the person, their families/carers and community support services.

The psychologist is an integral member of the multidisciplinary team and, under limited supervision from the Allied Health Manager, is responsible for the provision of high quality psychological services to achieve sound outcomes for people within a therapeutic environment. This includes:-

Promoting positive outcomes through the provision of high quality clinical services

Networking and health promotion activities education

Education, individual or group service delivery

Perform novel, complex, critical or difficult tasks with professional supervision

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

The Psychologist position is a senior role within the AMHRU, it is expected that the role will contribute its expertise to the multidisciplinary team, provide supervision to staff at Health Professional Level 1 and 2, to Allied Health Assistants, and to students.

The Psychologist position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Administration Service Officers, Creative Arts Therapists, Aboriginal and Torres Strait Islander Liaison Officers, Peer Recovery Workers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements:

Mandatory:

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

Minimum of three years (ideal five years) post qualification.

Highly Desirable:

Current driver's licence.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

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

Contact Officer: Bronwyn Thomson (02) 5124 0150 bronwyne.thomson@act.gov.au

Allied Health

Acute Allied Health Services

Nutrition

Dietitian

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 26451)

Gazetted: 07 May 2020

Closing Date: 21 May 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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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 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 ACT Health 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 or equivalent.
- Eligible for membership of the Dietitians Association of Australia, and eligible to hold Accredited Practising Dietitian (APD) credential.

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).

Desirable: Current driver's licence.

Note: This position may be required to participate in overtime, on call, and rotation roster. Some weekend and public holiday duty will be required.

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

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community Mental Health

Health Professional - Home Assessment and Acute Response Team

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 25240)

Gazetted: 07 May 2020

Closing Date: 20 May 2020

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

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

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

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

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

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

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

Overview of the work area and position

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

Rehabilitation and Specialty Mental Health Services

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

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

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

The position reports to a Team Leader who is based on site 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:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia.

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

For Psychology:

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

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

For Social Work:

Degree in Social Work.

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

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Minimum of three years, ideally five years, post-qualification experience.

Other qualifications:

Current driver's licence.

Desirable:

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

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

Good customer service skills to provide helpful and professional experiences to people who access the service.

Administration skills to be able to provide quality work outputs.

Organisational skills to be able to manage workload.

Flexibility and initiative to be able to work effectively within a multidisciplinary team.

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

Note: This is a temporary part-time position available for 10 months at (19) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Peter Sheils (02) 5124 2212 peter.j.sheils@act.gov.au

Clinical Services

Alcohol and Drug Services

Counselling and Treatment Service

Youth Counsellor

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 29107)

Gazetted: 07 May 2020

Closing Date: 18 May 2020

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Our Values: Reliable, Progressive, Respectful and Kind

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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.

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

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

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

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 six 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 Qualifications

For Social Work:

Degree in Social Work

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

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

Applicants must have a minimum of 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:

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

AND

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

OR

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

Pathway 2

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

AND

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

OR

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

(iii) 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:

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

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

Undergo a pre-employment National Police check.

Note: This position is a permanent part-time at (22:03) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Kate Soulsby (02) 512 41590 kate.soulsby@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services

Health Professional, Child and Adolescent Mental Health Services (North and South)

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 23316, several)

Gazetted: 07 May 2020

Closing Date: 20 May 2020

Details: Our Vision: Creating exceptional healthcare together

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

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

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

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

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the work area and position:

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

These roles will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1 and HP2 clinicians.

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

Eligibility/Other Requirements

Mandatory:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

Minimum of three years (ideal five years) post qualification

Must hold a current driver's licence.

For Psychology:

Mandatory

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

(HP3) Minimum of three years (ideal five years) post qualification.

Highly Desirable:

(HP3) Approved or eligible for approval as a Psychology Board of Australia Supervisor.

For Social Work:

Mandatory

Degree in Social Work.

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

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

(HP3) Minimum of three years (ideal five years) post qualification.

Must hold a current driver's licence.

Highly desirable for all disciplines:

Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

Note: There are two permanent (one full-time and one part-time at 0.60 FTE) and two part-time temporary positions for 12 months with possibility of extension available at 0.80 FTE. For the part-time positions the full-time salary noted above will be pro-rata. An order of merit will be established from this process and may be used to fill future identical permanent and temporary vacancies in either the North or South Community Teams within a 12-month period. Selection may be based on application and referee reports only.

Contact Officer: Kalvinder K Bains (02) 5124 3133 kalvinder.bains@act.gov.au

Communications and Engagement

Digital Content Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 46506)

Gazetted: 07 May 2020

Closing Date: 18 May 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 CHS Communications and Engagement Unit's mission is to:

support CHS staff to deliver business objectives through effective, timely and progressive communication activities
help build trust and confidence in Canberra Health Services through compelling, kind and respectful communications.

be reliable and base our recommendations on evidence and proven experience, using market research and audience data to deliver effective results.

Our role is to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government. We value ongoing learning and will support you to grow your career. Working with us, you will ensure the right information is provided to the right audience, at the right time:

bring an audience-first lens to your work, informed by research, insights and evaluation

work with stakeholders in partnership with a strong client service ethic

enjoy working in a fast-paced environment, be flexible and open to change

be supported by whole of government guidelines, policies and procedures, and guided by an annual whole of government communications and engagement plan.

The Content team is audience driven and the directorate's channel owners, managers and architects for the directorate. Your team will self-generate work, informed by research and insights, working across the directorate. It is responsible for informing the community, listening to conversations and delivering

communications products including social media posts, websites, speeches, media releases and responses, marketing campaigns and design.

Eligibility/Other Requirements:

Mandatory: Relevant tertiary qualifications and a minimum of two years' experience working professionally in graphic design is preferred. Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Michelle Wells (02) 5124 9531 Michelle.Wells@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Program

Podiatrist

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 33249)

Gazetted: 07 May 2020

Closing Date: 22 May 2020

Details: Our Vision: creating exceptional health care together

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

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) — a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range of publicly funded health facilities, programs and services including but not limited to:

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

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

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

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

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

RACS services work collaboratively with the individuals, his/her carers and other services within and external to CHS. CHS is a values-led Directorate.

Overview of the Work Area and Position

Community Care Podiatry services are offered from community health centres across the ACT. Scope of practice includes screening and evaluation of risk, general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management and health promotion. We pride ourselves on our continual drive for high quality patient care. In this role you will be part of a friendly and engaging interprofessional program. The podiatry team has strong peer support and supervision structures. Community Care Podiatry provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

Under indirect supervision of the Community Care Podiatry Manager, the Podiatrist is responsible for the provision of high-quality clinical assessments and interventions in the outpatient setting. This involves, promoting positive client outcomes through the provision of high-quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

Eligibility/Other Requirements:

Mandatory:

Degree in Podiatry, or recognised equivalent

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

Current unrestricted 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).

Comply with CHS credentialing requirements for allied health.

If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in CHS facilities, the person occupying this position will be required to comply with CHS credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made.

Contact Officer: Amanda McLean (02) 5124 1229 Amanda.mclean@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drugs Services

Adult Community Mental Health Services Central Management

Bail Accommodation Clinician

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 45690)

Gazetted: 07 May 2020

Closing Date: 20 May 2020

Details: Our Vision: creating exceptional health care together

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

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

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

Overview of the Work Area and Position

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new 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 the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact.

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

The successful applicant will be required to work as a member of the multidisciplinary team providing high quality clinical interventions and care, and to achieve positive outcomes for people, including a specific focus on those people who are residing in Bail Accommodation. Bail Accommodation are residences that accommodate people as a condition of their bail. There is a current plan to establish bail accommodation in the ACT as part of a broader Corrective Services Accommodation Strategy. This role may also be involved in service design processes associated with this specific client cohort.

The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies. Importantly, nursing staff working within ACMHS are required to support people to achieve their personal recovery goals as identified in Care Plans.

The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. Providing supervision to staff at the Registered Nurse 1 and 2 Levels as well as students is a key part of the role.

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

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

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

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Minimum three years nursing experience in a mental health services, and

Strong understanding of adult community mental health services.

Desirable:

Post Graduate Qualification in Mental Health Nursing or working towards such, and

Current driver's license.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Bruno Aloisi (02) 5124 1747 bruno.aloisi@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drugs Services

City Mental Health Team

NHMRC Project Physical Health Nurse Consultant

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 41204)

Gazetted: 07 May 2020

Closing Date: 15 May 2020

Details: Our Vision: creating exceptional health care together

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Overview of the Work Area and Position

Adult Community Mental Health Teams are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people, their carers and other key services that access the service. At this level, it is expected that you will provide high quality clinical interventions, care and to achieve of positive outcomes for people. It is an expectation that you will contribute your expertise to the multidisciplinary team. All team members

are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Project summary:

A research team led by Professor Brenda Happell was awarded a National Health and Medical Research Council (NHMRC) Grant to implement a specialist nursing position with the aim of improving the physical health of people accessing mental health services. The research will be undertaken at City and Belconnen Mental Health Community Teams, Canberra, ACT. This is an exciting opportunity for an appropriately qualified and enthusiastic nurse to be part of an innovative research project with direct relevance to clinical practice and the improvement of health care. This project will be undertaken in partnership with the School of Nursing and Midwifery, the University of Newcastle.

There is also an opportunity to combine this role with Masters or PhD studies for interested applicants.

The research team developed the Physical Health Nurse Consultant (PHNC) service to be offered alongside usual mental health care. The PHNC service offers cardiometabolic assessment, risk management, and care coordination, and aims to overcome barriers including stigma, consumer disempowerment, and lack of specialist health knowledge. The objective of this project is to evaluate whether the PHNC service alongside usual care results in improvements in risk factors, consumer experience of care, and cost-effectiveness in a 24 month, two group Randomised Controlled Trial. Outcomes are expected to result in a significant advance in knowledge about implementing and delivering physical health care within mental health services.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications and or equivalent in Nursing.

Current Registered Nurse registration without conditions with the Nursing and Midwifery Board of Australia (NMBA).

The successful applicant must have completed a specialist mental health nursing education program (e.g. Graduate Diploma in Mental Health Nursing/hospital based certificate), and hold a postgraduate qualification.

Desirable:

Prior experience of involvement with research projects

Credentialed as a Mental Health Nurse by the Australian College of Mental Health Nurses

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary position available for 10 months with possibility of extension. Part-time hours will be considered.

Contact Officer: Brenda Happell 0408 513 250 Brenda.Happell@newcastle.edu.au

**Office of the Chief Executive Officer
Communications and Engagement
Media and Strategic Communications**

Assistant Director Engagement

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 36202)

Gazetted: 07 May 2020

Closing Date: 18 May 2020

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work with stakeholders in partnership with a strong client service ethic

enjoy working in a fast-paced environment, be flexible and open to change

be supported by whole of government guidelines, policies and procedures, and guided by an annual whole of government communications and engagement plan.

Eligibility/Other Requirements:

Mandatory:

Relevant tertiary qualifications and a minimum of five years' + experience working professionally in communications is preferred. The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time. The ability to work flexibly with some out of hours work is required.

Desirable:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Elaine Greenaway (02) 5124 9527 elaine.greenaway@act.gov.au

Chief Operating Officer

Communication and Engagement

Assistant Director Content and Engagement

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 36837)

Gazetted: 07 May 2020

Closing Date: 18 May 2020

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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.

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Mandatory:

Relevant tertiary qualifications and a minimum of five years' + experience working professionally in communications is preferred.

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

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Undergo a pre-employment National Police check.

Contact Officer: David Jean 0466 382 078 David.Jean@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

Executive Branch Manager, Technical Development

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E865)

Gazetted: 30 April 2020

Closing Date: 14 May 2020

Executive Branch Manager – Technical Development – Light Rail

Deliver exceptional technical development outcomes

Lead and collaborate with multiple stakeholders

Harness expertise to achieve effective project outcomes

Major Projects Canberra leads the whole of government efforts in delivering the Transport Canberra Light Rail project, and represents the Territory in the Project Agreement. To deliver this crucial project a number of critical activities need to be managed including: reference design and procurement of the infrastructure; contract management of PPP through delivery and operations; and exceptional community engagement, and communications regarding the project.

The Executive Branch Manager, Technical Development will work collaboratively with the Project Director, Chief Projects Officer and Project Board, Major Project Canberra executives, and other executives across the ACTPS, and key government and non-government stakeholders. The executive provides leadership on the design issues, technical issues and processes for the Light Rail project and technical assistance as required to other Capital Works projects across the Directorate. Reporting to the Project Director for Light Rail, the Executive Branch Manager is responsible for the carriage of Technical Special Projects within the Directorate.

The Executive Branch Manager, Technical Development, will provide strategic, and technical leadership within a dynamic, high profile and high-pressure working environment. Candidates will be visionary, strategic thinkers with demonstrable capabilities in organisational leadership, good governance, financial management, and demonstrated project management leadership. To satisfy the demands of this role, candidates will need to have extensive experience at an executive level with proven ability to balance design, commercial, technical engineering management and stakeholder objectives within a highly complex and diverse environment.

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

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than four pages addressing the capabilities and your suitability for the role, a current curriculum vitae and contact details of two referees.

Applications close two weeks after date of advertising.

Your application will be treated in the strictest of confidence.

Applications should be submitted via the Apply Now button below.

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

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Senior Officer Grade A \$147,006

Bridgid Edwards 865-55575, Section 68(1), 4 May 2020

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

Jason Gadsby 863-46829, Section 68(1), 1 May 2020

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

Joshua Kelly 858-79041, Section 68(1), 29 April 2020

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

Grace Low 863-46853, Section 68(1), 1 May 2020

Community Services

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

Angela Armati 858-78022, Section 68(1), 11 May 2020

Education

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

Katherine Cumming 862-74685, Section 68(1), 30 April 2020

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

Catherine Hurman 865-56412, Section 68(1), 4 May 2020

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

Amna Rizwan 849-07549, Section 68(1), 1 May 2020

Environment, Planning and Sustainable Development

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

Jon Barnes 848-81254, Section 68(1), 4 May 2020

Technical Officer Level 4 \$85,394 - \$97,732

Siva Rajaperumal 853-80718, Section 68(1), 4 May 2020

Park Ranger 2 \$71,309 - \$77,212

Kelzang Tshering 868-29433, Section 68(1), 1 May 2020

Justice and Community Safety

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

Natasha Del Piero 865-55110, Section 68(1), 4 May 2020

Graduate Paramedic Intern \$67,706 plus penalties

Liam Doherty 863-13672, Section 68(1), 4 May 2020

Graduate Paramedic Intern \$67,706 plus penalties

Megg Graham 863-13699, Section 68(1), 4 May 2020

Graduate Paramedic Intern \$67,706 plus penalties

Hannah Abigail Le Breton 863-13664, Section 68(1), 4 May 2020

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

Nadia O'Toole 863-50270, Section 68(1), 1 May 2020

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

Ma Aizanel Patenia 853-76823, Section 68(1), 28 April 2020

Graduate Paramedic Intern \$67,706 plus penalties

Dane Rickwood 863-13680, Section 68(1), 4 May 2020

Graduate Paramedic Intern \$67,706 plus penalties

Hannah Scott 863-13752, Section 68(1), 5 May 2020

Graduate Paramedic Intern \$67,706 plus penalties

Taryn Skoglie 863-13656, Section 68(1), 5 May 2020

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

Carolyn Towner 863-49907, Section 68(1), 7 May 2020

Graduate Paramedic Intern \$67,706 plus penalties

Joslyn Udy 863-13621, Section 68(1), 4 May 2020

Graduate Paramedic Intern \$67,706 plus penalties

John-Paul van Rensburg 863-50465, Section 68(1), 4 May 2020

Transport Canberra and City Services

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

Berk Canturk 843-99513, Section 68(1), 1 May 2020

Bus Operator - Training \$69,746

Douglas Catt 863-49253, Section 68(1), 2 May 2020

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

Holly Granville-Edge 863-49958, Section 68(1), 4 May 2020

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

Caleb Hanna 868-30434, Section 68(1), 4 May 2020

Bus Operator - Training \$69,746

Kim Taylor-Catt 863-49341, Section 68(1), 2 May 2020

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

Jessica Turk 858-65053, Section 68(1), 11 May 2020

Canberra Health Services

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

Simon Anderson 863-49595, Section 68(1), 4 May 2020

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

Allyson Bandle 863-50342, Section 68(1), 4 May 2020

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

Melanie Brown 868-29812, Section 68(1), 4 May 2020

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

Philippa Chalmers 857-43937, Section 68(1), 29 April 2020

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

Liam Crossman 863-49499, Section 68(1), 4 May 2020

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

Maryori Diaz Perez 865-55145, Section 68(1), 4 May 2020

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

Laura Donohoe 865-56076, Section 68(1), 4 May 2020

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

Tilly Gardner 862-62852, Section 68(1), 5 May 2020

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

Aiby George 868-30338, Section 68(1), 7 May 2020

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

Sarah Gooding 861-32118, Section 68(1), 1 May 2020

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

Matilda Goodsell 863-50502, Section 68(1), 4 May 2020

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

Hannah Howard 868-29978, Section 68(1), 4 May 2020

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

Faramade Idowu 863-50473, Section 68(1), 4 May 2020

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

Megan Irvin 863-50350, Section 68(1), 4 May 2020

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

Courtney Janke 865-55583, Section 68(1), 4 May 2020

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

Munyoung Joung 863-47418, Section 68(1), 4 May 2020

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

Nilukshi Karunatunga 862-10905, Section 68(1), 28 April 2020

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

Emily Keogh 863-50297, Section 68(1), 4 May 2020

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

Emily Kerr 863-49536, Section 68(1), 4 May 2020

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

Dron Khanal 863-51062, Section 68(1), 4 May 2020

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

Elizabeth Krijnen 868-30039, Section 68(1), 4 May 2020

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

Saraw Maddocks 848-85087, Section 68(1), 21 April 2020

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

Sarah Marrapodi 857-42205, Section 68(1), 5 May 2020

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

Mirja McLean-Engstrom 863-50326, Section 68(1), 5 May 2020

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

Erika Mendoza 865-54484, Section 68(1), 4 May 2020

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

Bianca Mulach 865-54636, Section 68(1), 4 May 2020

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

Kimberly Murray 859-53272, Section 68(1), 7 May 2020

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

Ijeoma Onyekwere 865-54767, Section 68(1), 4 May 2020

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

Yuliya (Julia) Pearson 868-30012, Section 68(1), 4 May 2020

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

Sarah Pettit 868-29716, Section 68(1), 4 May 2020

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

Upendra Ranabhat 863-47821, Section 68(1), 4 May 2020

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

Stephanie Rodwell 863-49704, Section 68(1), 4 May 2020

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

Chrystal Schwarz 865-56295, Section 68(1), 4 May 2020

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

Arly Wickham 868-29820, Section 68(1), 4 May 2020

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

Tanja Wiedemann 863-50369, Section 68(1), 4 May 2020

TRANSFERS

Education

Jennifer Wheeler: 843-9819

From: Child and Youth Protection Professional Level 3 \$93,346 - \$98,359
Community Services

To: Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade)
Education, Canberra (PN. 14327) (Gazetted 23 July 2019)

Canberra Health Services

Beverlyn Brabec: 771-92178

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. 19463)

Mirjana Novakovic: 845-04328

From: Health Service Officer Level 3 \$51,761 - \$53,444
Canberra Health Services

To: Health Service Officer Level 3 \$51,761 - \$53,444
Canberra Health Services, Canberra (PN. 25802) (Gazetted 5 March 2020)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Corporate

Corporate Management

Simona Doelle: 853-79848

From: Administrative Services Officer Class 5 \$79,253 - \$83,888
Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$85,394 - \$97,732
Chief Minister, Treasury and Economic Development, Canberra (PN. 36868) (Gazetted 11 March 2020)

Community Services

Children, Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Ashley Payne: 844-74931

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

To: †Senior Officer Grade C \$107,475 - \$115,687
Community Services, Canberra (PN. 46582) (Gazetted 6 February 2020)

Education

Business Services Division

Strategic Finance and Procurement
Internal Budgets and Reporting
Nida Zahid: 853-65577

From: Administrative Services Officer Class 6 \$85,394 - \$97,732
Education
To: †Senior Officer Grade C \$107,475 - \$115,687
Education, Canberra (PN. 16308) (Gazetted 13 December 2019)

Environment, Planning and Sustainable Development

Planning, Land and Building
Land Economics, Strategy and Policy
Land Economics, Land Strategy and Policy
Helena Seagrott: 820-8652

From: Senior Officer Grade C \$107,475 - \$115,687
Environment, Planning and Sustainable Development
To: †Senior Officer Grade B \$126,577 - \$142,494
Environment, Planning and Sustainable Development, Canberra (PN. 18462) (Gazetted 6 March 2020)

Transport Canberra and City Services

City Presentation
Licensing and Compliance
Domestic Animal Services
Sophie Gibbs: 858-70493

From: Administrative Services Officer Class 3 \$64,230 - \$69,125
Transport Canberra and City Services
To: †Administrative Services Officer Class 4 \$71,309 - \$77,212
Transport Canberra and City Services, Canberra (PN. 47091) (Gazetted 5 November 2019)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Canberra Health Services

Canberra Health Services
Bijaya Acharya: 853-42236

From: Registered Nurse Level 2 \$94,409 - \$100,061
Canberra Health Services
To: †Registered Nurse Level 3.2 \$122,360
Canberra Health Services, Canberra (PN. 37268) (Gazetted 26 March 2020)

Canberra Health Services
Elizabeth Bates: 786-53626

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. 44724) (Gazetted 27 August 2019)

Canberra Health Services
Jayde McKendrick: 845-21371

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. 27384) (Gazetted 12 March 2020)

Major Projects Canberra

Light Rail

Sarah Kelley: 827-44328

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

Major Projects Canberra

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

Major Projects Canberra, Canberra (PN. 46363) (Gazetted 10 March 2020)

CORRIGENDA

Chief Minister, Treasury and Economic Development

Partnership Services

Service Centre

Service Desk

Inge Pieterse: 86312303

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN: 36219) (Gazetted 23/12/2019)

Correcting position number - Originally in Gazette 23/04/2020