



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 26 November 2020**

## VACANCIES

### ACT Executive

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](mailto:jobs@act.gov.au)

#### **Government Communications Unit**

##### **Communications Adviser**

**Adviser Level 1 (lower-upper) \$68,348 - \$78,254, Canberra (PN: 36705)**

**Closing Date: 18 December 2020**

Key responsibilities:

- Support with media liaison, media monitoring and issues management.
- Coordination of digital and social media content across a range of channels and platforms.
- Developing communication materials and content for Ministers as required.
- Accompanying Ministers to events.
- Working with advisers and government officials and stakeholders on Government communication and engagement activities.
- Working with the wider Communications Unit to provide a comprehensive, professional communications service to Ministers.
- Other duties as required.

Key attributes:

- Ability to perform in a high-pressure environment with competing deadlines and priorities.
- High level oral and written communication skills, demonstrated in different formats such as media releases, Government publications and social media.
- Capacity to manage sensitive and confidential issues and to exercise discretion and sound judgment.
- Ability to learn quickly and adapt to changing circumstances.
- Tertiary qualification in communications, arts, or journalism.

Eligibility/Other Requirements:

- Experience in developing and implementing digital and social media strategy.
- An understanding of the roles and functions of the ACT Government.
- One-two years of experience in a communication or journalism position is preferred, but not essential.

Note: The role is for the term of the Government and is an Adviser Level 1 position with a salary of \$68,348 - \$78,254 plus 7% allowance and superannuation depending on the experience of the successful candidate. The successful candidate will be engaged under a Legislative Assembly Members' Staff (LAMS) contract, and other terms and conditions of employment are governed by the current ACT Legislative Assembly Members' Staff Enterprise Agreement 2018 – 2021. It is not an ACT Public Service position. For further information please contact the Office of the Chief Minister on 02 6205 0011.

How to Apply: Applications are to address the position requirements, including a curriculum vitae and contact details of two referees.

Applications should be sent to [BARR@act.gov.au](mailto:BARR@act.gov.au) by COB 18 December 2020.

Contact Officer: Iris Eagar (02) 6205 0011 [BARR@act.gov.au](mailto:BARR@act.gov.au)

### ACT Health

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

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

**Health Systems, Policy and Research Group**

**Policy, Partnership & Programs**

**Executive Officer - Policy, Partnership & Programs**

**Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 44147)**

Gazetted: 01 December 2020

Closing Date: 15 December 2020

Overview of the work area: The Policy Partnership and Programs Branch is responsible for providing advice to ACT Health and the ACT Government to meet the health needs of the community. We do this by contributing to the creation of policy settings that ensure the right care can be accessed in the right place, in the right way, at the right time, and that people are better able to care for themselves. We deliver strategic health policy advice on issues including primary care, Aboriginal and Torres Strait Islander health, aged care, disability, women's and children's, multicultural, LGBTIQ+, inter-jurisdictional negotiations, chronic conditions, workforce, mental health, social and emotional wellbeing, suicide prevention, and legal matters. Our strategic health policy responsibilities extend to include project development and implementation, procurement of non-government services, and liaison with government, non-government and private sector stakeholders.

Our Purpose: To provide strategic leadership, direction and action that improves the health of our community and ensures our public health system meets our community's needs, now and into the future.

Our Values: Respect, Integrity, Collaboration, Innovation.

Overview of the Position: Reporting to the Executive Group Manager, the Executive Officer is responsible for the coordination and preparation of government business, high level advice and project activities in relation to the Policy Partnership and Programs Branch. It is expected that the Executive Officer will have an exceptional understanding of the responsibilities and accountabilities of the functions of the Health Directorate, and the branch, and is able to work collaboratively with staff and Executives across the Directorate to support the delivery of priorities.

To be successful, you will have highly developed written and oral communication skills, be adaptable, proactive and responsive, and be able to quickly acquire knowledge and understanding of situations and subject matter. The successful applicant will provide leadership to staff, be solutions focussed and work with flexibility, efficiency, and diplomacy. The Executive Officer will be expected to lead a strong and positive team culture, that values the contributions of all towards meeting our strategic priorities.

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

Eligibility/Other Requirements: Experience in providing support to an Executive Office is desirable.

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

How to Apply: Please provide a maximum two page pitch which responds to the Selection Criteria outlined in the attached Position Description. Additionally please provide a current curriculum vitae and contact details of two nominated referees.

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

Contact Officer: Matthew Wafer (02) 5124 9792 [Matthew.Wafer@act.gov.au](mailto:Matthew.Wafer@act.gov.au)

**Health Systems, Policy and Research**

**Preventive and Population Health**

**Preventive and Population Health Policy**

**Assistant Director - Gene Technology and Organ Donation**

**Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 24367)**

Gazetted: 01 December 2020

Closing Date: 8 December 2020

Details: An exciting opportunity exists for an enthusiastic and dedicated Officer to work in the Preventive and Population Health Policy Team within the ACT Health Directorate.

The Preventive and Population Health Policy team provides strategic leadership and policy advice in relation to matters affecting the health of the ACT Population.

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:**

Undergo a pre-employment National Police check.

Note: This is a temporary position available immediately until October 2021 with a possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months

How to Apply: Applicants are asked to provide a written application of no more than two pages that addresses the Selection Criteria, contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: Marc Emerson (02) 5124 9716 Marc.Emerson@act.gov.au

## **Health Systems, Policy and Research**

### **Policy, Partnerships and Programs**

#### **Health Policy and Strategy**

##### **Director, Health Policy and Strategy**

##### **Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 21362)**

Gazetted: 30 November 2020

Closing Date: 7 December 2020

Details: An opportunity has arisen in ACT Health for a Director in the Health Policy and Strategy Branch. The Branch is responsible for providing strategic health policy advice, project development and implementation, procurement of non-government services, and liaison with government, non-government and private sector stakeholders. If you are interested in intergovernmental relations and have excellent collaboration skills, then this is a great opportunity for you to lead and manage negotiations relating to cross border health services.

This position provides an opportunity for you to provide strategic health policy and project advice to the ACT Health Directorate executive and the ACT Government. A strong focus of the position is liaising and negotiating with state and territory government agencies, and other internal stakeholders. You will be an enthusiastic team player who is results driven and can work under pressure.

**Eligibility/Other Requirements:**

**Mandatory:**

Undergo a Pre-employment National Police Check.

**Highly Desirable:**

Tertiary qualifications in public policy or related field.

Note: This is a temporary position available until 30 June 2021 with possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill similar vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Interested candidates should submit a two-page Expression of Interest, curriculum vitae, and contact details of at least two referees (one being your current supervisor).

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

Contact Officer: Cheryl Garrett 0456 790 612 Cheryl.Garrett@act.gov.au

## **Health Systems, Policy and Research**

### **Public Health, Protection and Regulation**

#### **Health Protection Service**

##### **HR Administrative Support Officer**

##### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 49958)**

Gazetted: 26 November 2020

Closing Date: 10 December 2020

Details: The ACT Health Directorate are seeking applications from highly motivated and experienced individuals to fill the position of HR Administrative Support Officer to support the COVID-19 Health Emergency Control Centre (HECC) team. The successful candidate will be working in a fast paced and high-volume area, being the first point of contact for the HECC staff seeking advice on a range of HR matters including recruitment, onboarding, and rostering. This position is an outposted member of the People Strategy team.

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

Eligibility/Other requirements:

The successful applicant will be required to undergo a pre-employment National Police Check. Experience using electronic rostering/timekeeping systems (e.g. 'Kronos') is highly desirable.

Notes: This is a temporary position available immediately for a period of up to twelve months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. The work location for this position is Bowes St Woden.

How to Apply: Interested applicants should submit three documents: a pitch of no more than two pages paying particular attention to the 'What you Require' section of the Position Description, a current curriculum vitae and contact details of two referees, one being a current supervisor.

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

Contact Officer: Julie Nolan (02) 5124 9835 Julie.Nolan@act.gov.au

**Health Systems, Policy and Research Group  
Office of Professional Leadership and Education  
Senior Director**

**Senior Officer Grade A \$148,991, Canberra (PN: 41521)**

Gazetted: 26 November 2020

Closing Date: 10 December 2020

Details: The Office of Professional Leadership and Education (OPLE) provides health professional perspective, advice and expert leadership to help the ACT Health Directorate achieve its purpose. It includes the Chief Allied Health Officer, Chief Medical Officer, Chief Nursing and Midwifery Officer, Chief Psychiatrist and the Academic Unit of General Practice who, as a collective, form the OPLE executive. Each OPLE executive is supported by separate teams of technical experts and administrative staff. This position heads a small team that works across the various areas to support the OPLE executive. Reporting to the OPLE executive, the role is responsible for monitoring, reporting, actioning and coordinating OPLE projects and priorities.

The way you do your work is important. The role is expected to provide leadership to OPLE staff, communicate professionally, and work with flexibility, efficiency, and diplomacy. Developing positive and productive relationships with the OPLE executive and staff, as well as staff in the broader ACT Health Directorate, is critical to success in the role. You will assist the office to deliver its business plan and other corporate and governance responsibilities, and will have oversight of all government business. You will be expected to champion a positive workplace culture, and make significant and lasting contributions to maintaining the cohesiveness and momentum of the office.

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:

Highly desirable - Tertiary qualifications in health or business administration, management or in a health-related field.

Desirable - Previous experience supporting the delivery of business services within the health sector. Experience in the supervision of staff.

Note: This is a temporary position available from 11 February 2021 for 12 months with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply: Please submit a current curriculum vitae and a written response of up to two pages. The response should be written in the form of a pitch, explaining how you have the Technical Skills and Knowledge and Behavioural Capabilities to perform the role.**

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

Contact Officer: Marisa Bialowas (02) 5124 9966 marisa.bialowas@act.gov.au

**Health Systems, Policy and Research Group  
Office of Professional Leadership and Education  
ACT Chief Nursing and Midwifery Office**

### **Nursing and Midwifery Advisor**

#### **Registered Nurse Level 3.2 \$122,360, Canberra (PN: 44278)**

Gazetted: 26 November 2020

Closing Date: 10 December 2020

Details: Are you a nurse or midwife who has wondered what goes on in the ACT Health Chief Nursing and Midwifery Office? Would you like to develop your policy-writing, strategic-thinking and political advocacy skills? Are you someone who really wants to get hands on and make a difference in shaping the way the Chief Nursing and Midwifery Office supports nurses and midwives in the ACT.

This opportunity will allow you to act in a role that provides expert advice and support to the Chief Nursing and Midwifery Officer only comes around occasionally. This opportunity will suit a skilled and motivated nurse or midwife who can lead and coordinate a variety of projects and activities which will influence the development of the nursing and midwifery profession and clinical practice in the ACT into the future.

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

Note: This is a temporary position available from 25 January 2021 until 30 July 2021 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Application includes submission of a curriculum vitae and a written response to the Selection Criteria in the Position Description of no more than two pages long. For further information about the role please contact the Contact Officer.

*Applications should be sent to the Contact Officer.*

Contact Officer: Sarah Stewart (02) 5124 8237 Sarah.M.Stewart@act.gov.au

### **Health Systems, Policy and Research**

#### **Health System Planning and Evaluation**

#### **Health Service Planning**

#### **Assistant Health Service Planning Officer**

#### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 46319)**

Gazetted: 27 November 2020

Closing Date: 11 December 2020

Details: If you have a passion for healthcare and want to work as part of a dynamic, high achieving, supportive and trusted team to help shape the health system of the future then keep reading!

Our team works collaboratively with clinical services, policy and project teams, non-government and primary health care service providers to determine future requirements for health service development and redesign to meet the needs of our community. We are looking for a new team member who is passionate about health care, has excellent collaboration and communication skills, is outcome and solution focussed and shares our mantra that how you go about doing things is as important if not more so than what you are doing. We have a proactive, supportive and positive team environment and it's a place where talented people love coming to work!

Have you worked in health service development, planning, projects, engagement, or policy? Are you interested in developing new skills in health service planning? Then the ACT Health Service Planning team wants to hear from you.

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:

Undergo a pre-employment National Police Check

Note: This is a temporary position available immediately up until 19 March 2021 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months

How to Apply: Please submit a written response to Selection Criteria of no more than half a page for each criteria, and contact details of two referees.

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

Contact Officer: Judith Ingwersen (02) 5124 9915 judith.ingwersen@act.gov.au

**Health Systems, Policy and Research  
Preventive and Population Health  
Health Promotion  
Project Officer**

**Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 20545, several)**

Gazetted: 26 November 2020

Closing Date: 10 December 2020

Details: An exciting opportunity exists for an enthusiastic and dedicated Project Officer to work in the Health Promotion Section within the ACT Health Directorate. The Health Promotion Section initiates and manages programs and initiatives that aim to improve the health and wellbeing of the ACT population.

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

Undergo a pre-employment National Police check.

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

How to Apply: Applications must include a current curriculum vitae and a written two page pitch addressing the Selection Criteria and duties of the role located in the Position Description.

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

Contact Officer: Lynn Spratt (02) 5124 9480 [Lynn.Spratt@act.gov.au](mailto:Lynn.Spratt@act.gov.au)

**Calvary Public Hospital Bruce**

**Critical Care**

**Critical Care Registrar and Senior Registrar**

**Registrar/Senior Registrar \$98,704 - \$138,667 Canberra (PN: Several)**

Gazette Date: 01 December 2020

Closing Date: 01 January 2021

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

Reference Number: 14370

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

Contact Officer: Dr Michael Wu [Michael.wu@calvary-act.com.au](mailto:Michael.wu@calvary-act.com.au)

**Canberra Health Services**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

**Ward Services**

**Patient Support Services Operations Manager**

**Operations Manager Ward Clerks**

**Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 05359)**

Gazetted: 30 November 2020

Closing Date: 14 December 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.

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.

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

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

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

Overview of the work area and position:

The Operations Manager is responsible to the Director, Patient Support Services (PSS). The primary function of the Operations Manager is to manage the day-to-day operation of sub-section of PSS ensuring that services meet client and organisational needs. There may be operational requirements to undertake the role managing other portfolios within PSS.

Eligibility/Other Requirements:

Highly Desirable:

Experience in human resource management, preferably in Healthcare or operational setting.

Tertiary qualifications or equivalent in a health or related discipline is highly desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note:

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

Selection may be based on application and referee reports only.

Contact Officer: Rodney Chandler (02) 5124 2980 [Rodney.Chandler@act.gov.au](mailto:Rodney.Chandler@act.gov.au)

## **Occupational Medicine Unit**

### **Nursing, Midwifery and Patient Support Service**

#### **Clinical Nurse Consultant**

#### **Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 25549)**

Gazetted: 26 November 2020

Closing Date: 10 December 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. CHS 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.



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.

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

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

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

Overview of the work area and position:

The Occupational Medicine Unit (OMU) sits within the Division of Nursing, Midwifery and Patient Support Services and reports to the CHS Infection Prevention Control Unit. The OMU staff support the guiding principles associated with the clinical response of a pandemic by protecting the workforce, patients, and the community. This support includes undertaking qualitative fit testing of N95/P2 respirators for health care workers in high risk areas. The OMU staff provide an occupational assessment, screening, and vaccination program for CHS staff including:

Immunisation: Hepatitis B, measles, mumps, rubella, varicella (chickenpox), diphtheria, tetanus, and pertussis (Whooping cough) and annual influenza vaccination

Screening / serology: Hepatitis B, measles, mumps, rubella, varicella (chickenpox), and annual blood borne viruses (staff who perform invasive exposure prone procedures)

Management of staff with blood and body fluids exposures such as needlestick, sharps, splash, and scratch/bites.

The CNC for OMU has a direct reporting line to the Assistant Director of Nursing (ADoN) for Infection Prevention and Control (IPC).

Eligibility/Other Requirements:

Mandatory:

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

Minimum of five years professional nursing practice.

Hold a Certificate of Immunisation attained through an accredited education provider which is based on the National Immunisation Education Framework for Health Professionals.

Desirable:

Previous experience providing staff screening and vaccination requirements in a healthcare setting.

Hold a current driver's licence.

Prior to commencement the 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 six months with the possibility of extension and/or permanency.

Contact Officer: Wendy Beckingham (02) 5124 3695 [wendy.beckingham@act.gov.au](mailto:wendy.beckingham@act.gov.au)

## **Adult Community Mental Health Services**

### **Home Assessment and Acute Response Team (HAART)**

#### **Way Back Clinical Lead**

**Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 26402)**

Gazetted: 26 November 2020

Closing Date: 10 December 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.

Woden Community Service

Woden Community Service (WCS) is a well-established and regarded not-for-profit community-based organisation in the ACT that provides a wide range of services to the broader Canberra community. Centrally located in Canberra, WCS works with children, young people, adults, families, and multiple diverse communities and other organisations across the ACT. Services are flexible, responsive, innovative and person-focused, and are funded by a variety of sources including the ACT and Commonwealth Governments, the NDIA, Primary Health Network or fee-paying.

WCS has developed a sophisticated stepped model of care that underpins its mental health psychosocial support services. At one end of this continuum of care is the IAPT model of Next Step, followed by the NPSM New Path Service. At the more intensive end of this model of care is The Way Back Support Service and Transition to Recovery (TRec) currently working in partnership with Canberra Health Services.

Beyond Blue

Our Vision: for everyone in Australia to achieve their best possible mental health

Our Mission: we promote good mental health. We create change to protect everyone's mental health and improve the lives of individuals, families and communities affected by anxiety, depression and suicide.

Our Values: Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity

Beyond Blue works in all States and Territories, aiming for our campaigns, communications, resources and programs to be as accessible in remote communities as inner metropolitan suburbs, to:

Inform and connect people to enable them to achieve their best possible mental health and access support when they need it.

Influence and challenge discriminatory behaviour by advocating for positive change and prompting discussions across Australia.

Innovate and initiate effective ways to improve access to support and improve outcomes for people, families and communities.

The experiences and needs of people affected by anxiety, depression and suicide underpin all Beyond Blue's work.

Our independence and bipartisan approach to issues position us to advocate for positive change, and a better deal for people experiencing anxiety, depression and suicide risk. Our research continues to shape our work and that of others, and we collaborate with partners across many sectors and industries to advance our collective thinking, knowledge and direction

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 individuals, 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, and other community settings including people's homes. 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

The Adult Community Mental Health Services (ACMHS) provide services for people aged over 18 years with a strong focus on the provision of timely and effective mental health interventions in the community, including the Home Assessment and Acute Response Team (HAART) which provides community-based crisis interventions and support.

This HP3 position will be physically based in HAART but will provide clinical leadership and support for the Way Back Support Service. Although employed to HAART, the position will work in partnership with Woden Community Services.

The Way Back Support Service is a Beyond Blue initiative (funded by the ACT Health Directorate and Commonwealth Government) providing non-clinical care and practical support to individuals for up to three months following a suicide attempt.

The Way Back Support Service aims to prevent further episodes of self-harm by providing proactive non-clinical support and co-ordination of patient access to services in the community for up to three months following discharge by:

- maintaining contact and providing encouragement and support
- encouraging the uptake of hospital discharge plans and utilisation of safety plans
- supporting attendance to medical and allied health appointments
- facilitating access to a range of community support services
- assisting clients to connect with support networks.

The Way Back Support Service operates from 9am to 5pm Monday to Friday. The service is based within Woden Community Service and presentations to hospital on weekends or after hours will be followed up via phone call during the next business day.

Crisis intervention is redirected to existing clinical pathways including Adult Community Mental Health Services. Clients are routinely provided with information on emergency mental health contacts and are encouraged to use 24/7 crisis helpline services if they are feeling suicidal or are concerned about someone else's safety.

The position reports to the HAART Team Leader for line management purposes including clinical governance but will work in partnership with WCS Management

Eligibility/Other Requirements:

Mandatory:

Approved tertiary qualifications or equivalent in Occupational Therapy, Psychology, or Social Work.

Current AHPRA registration (without conditions) where applicable and/or eligibility for membership of the appropriate professional organisation.

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*, if from non-registered professional group (i.e. Social Work).

A minimum of three years, ideally five years, experience working in a mental health or related field.

Hold a current driver's licence.

Desirable:

Experience in working in partnership with community and emergency services personnel that promotes a spirit of cooperation and collaboration, and respect for each other's philosophy, priorities, knowledge, skills, and experience

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

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

Note:

This is a temporary position available for 12 months.

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

## **Mental Health, Justice Health, Alcohol and Drug Services**

### **Withdrawal Services**

#### **Allied Health - Withdrawal Unit**

**Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 23960)**

Gazetted: 27 November 2020

Closing Date: 8 January 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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

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

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

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

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

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

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

Overview of the Work Area and Position

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

The Alcohol and Drug Services (ADS) is a part of the division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), which is a contemporary, evidence-based service providing high quality alcohol and other drug services that are guided by the principles of harm minimisation. The ADS provides a range of specialist services for people affected by alcohol and other drug use incorporating 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 allied health team works with voluntary clients within a harm minimisation framework.

These positions provide support to the 10-bed inpatient unit, Comorbidity Clients, and the outpatient Opioid Treatment Service. The Allied Health Team provide biopsychosocial assessments, psychosocial support and evidence-based interventions designed to address client's substance use issues and related psychosocial needs. This may involve direct intervention or counselling, group work, advocacy, or referral to other agencies for more specialised support.

These positions work within a larger team of doctors, nurses, allied health, an art therapist, and administration staff who work collaboratively to provide service to people seeking treatment for Drug use issues. You may be called upon to participate in and provide training to, consultation and support for, other CHS staff when needed. These roles are mandatory qualified positions and will require recent demonstrated experience in the provision of comprehensive assessments, and group work to adults.

All team members are required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

Note: This position(s) may be required to participate in an overtime, on call and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level.

Eligibility/Other Requirements:

Mandatory:

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

For Occupational Therapy

**Mandatory:**

Be registered or be eligible for registration with the Occupational Therapy Board of Australia with the Australian Health Practitioner Regulation Agency (AHPRA).

Have a minimum of three years (ideally five years) post-qualification experience.

**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*.

Have a minimum of three years (ideally five years) post-qualification experience.

**For Psychology:**

**Mandatory:**

Be registered or be eligible for general registration with Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA).

Have a minimum of three years (ideally five years) post-qualification experience.

**Highly Desirable:**

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

**For Counselling**

Eligible qualification pathways.

**Pathway 1**

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

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

AND

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

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

**Pathway 2**

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

AND

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

**Pathway 3**

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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.

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

**Note:**

These roles are mandatory qualified positions and will require recent demonstrated experience in the provision of comprehensive assessments, and group work to adults.

All team members are required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

This position(s) may be required to participate in an overtime, on call and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level.

Contact Officer: Daniel Panozzo (02) 5124 2591 [Daniel.panozzo@act.gov.au](mailto:Daniel.panozzo@act.gov.au)

## **Capital Project Delivery**

### **Clinical Liaison Officer - ICU**

**Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 46378)**

Gazetted: 27 November 2020

Closing Date: 11 December 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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

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

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

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

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

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

Overview of the Work Area and Position

An exciting opportunity exists for a suitably experienced candidate with recent clinical operations background to join the project team responsible for the design and construction of the Intensive Care Unit (ICU) Expansion at Canberra Hospital due for completion in late 2022.

The Infrastructure and Health Support (IHSS) team is seeking to appoint a highly motivated person to work on the ICU Expansion Project. The expansion will increase the ICU's physical capacity from 31 beds to 39 beds, providing a boost to the ACT's critical care capacity.

The position will directly report to and be managed by the Executive Director Surgery, as the Project Executive Sponsor and act on their behalf as directed for participation in co-ordination meetings, consultation with staff and provision of advice to the project team. This is a critical role to support the Project Executive Sponsor, liaising and coordinating with the broader project team on key project aspects and deliverables.

The role will be responsible for the development and execution of the change management plans as they affect clinical service delivery, and assisting with the coordination and development of:

models of care and health facility planning documentation including for clinical support services;

clinical design input that supports the implementation of models of care, including clinical technology systems and reflecting best-practice clinical workflows;

staging and decanting planning, and relocation of clinical services to allow building works to progress;

change management documentation;

clinical workforce profiles, including job roles, descriptions and levels;

policies, procedures and business rules to implement new processes and/or practices required to implement the models of care; and

clinical training requirements and strategy documentation

Eligibility/Other Requirements:

Desirable:

Tertiary qualifications in health, management or a related discipline, and experience in a social policy or planning environment are both highly desirable.

Experience in project management and some knowledge of health service planning processes, issues, and developments in the health sector in Australia.

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 eight months with possibility of extension. Selection maybe based on written application and referee reports only.

Contact Officer: Dave Gilbert (02) 5124 7791 dave.gilbert@act.gov.au

**Chief Operating Officer Clinical Services  
Rehabilitation, Aged and Community Services  
Acute Care of Elderly, Ward 11A  
Enrolled Nurse**

**Enrolled Nurse Level 1 \$61,658 - \$65,876, Canberra (PN: 21413)**

Gazetted: 26 November 2020

Closing Date: 10 December 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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Public Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Service values: Reliable, Progressive, Respectful and Kind.

Several RACS services work collaboratively with the individuals, their carers and other services within and external to Canberra Health Services. The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care. Services are delivered in a clinic or domiciliary setting.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

Comprehensive experience as an Enrolled Nurse as these positions have a high degree of autonomy.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Shannon Reakes 0408 135 203 shannon.reakes@act.gov.au

**Cancer and Ambulatory Services**

**CACHS Medical**

**Specialist 1-5 - Immunology**

**Specialist Band 1 - 5 \$164,470 - \$202,960, Canberra (PN: 17118)**

Gazetted: 26 November 2020

Closing Date: 23 December 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University.

All specialties are represented except for organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and online journals and textbooks.

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

The Immunology Department at Canberra Hospital is currently staffed by four part-time specialists and provides a comprehensive in-patient, outpatient, and consultative service, which encompasses the spectrum of immunological disorders. Existing clinics include general immunology, paediatric immunology, allergy, and sarcoidosis and personalised immunology (genomics medicine). We have a substantial day-stay service for antibody replacement, immunosuppressive and immune modulating treatment, as well as allergy testing and allergen desensitisation. We are seeking an applicant who will develop a sub-specialty interest and contribute to existing clinics. The successful applicant will participate in the after hours, ward service and consultation roster, in proportion to their fractional appointment.

The Department of Immunology is accredited for training Clinical Immunologists and Immunopathologists by both RCPA and RACP, each for two years, and is supported by advanced trainees in both disciplines. We have Immunology nursing staff to support our immunodeficiency service, allergy testing, and other aspects of our clinical service.

The Department has a strong track record of research, particularly in immune deficiency, autoimmune and inflammatory disease, and medical genomics. Further information is available at

<http://www.jcsmr.anu.edu.au/research/cpi>). We are seeking an applicant with evidence of achievement and potential for further contributions to the academic activities of the department, either to the teaching program at Australian National University Medical School, investigator-led research, or both. Academic status at the Australian National University will be conferred in line with the qualifications of the successful applicant.

The ACT Public Service is an equal opportunity employer. Legislation prohibits unlawful discrimination and promotes equality of access to employment. The ACT Public Service strongly supports, recognises, and values the diversity of cultures within the Australian community. Indigenous Australians, people from diverse cultural and linguistic backgrounds and people with a disability are encouraged to apply.

Eligibility/Other Requirements

Mandatory:



Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of the Fellow of the Royal Australasian College of Physicians (FRACP) or equivalent specialist qualifications obtained subsequent to graduation in medicine which are required by the National Specialist Advisory Committee or such other postgraduate qualification which CHS may choose to recognise for this purpose.

Desirable:

Higher research degree, and evidence of research output, and capacity or evidence of attracting competitive research funding.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).

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

Note: This position is permanent part-time 20 hours per week. Applicants must be either Australian citizens or have permanent resident status.

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

Contact Officer: Prof Matthew Cook, Director of Immunology (02) 5124 5586 [matthew.cook@act.gov.au](mailto:matthew.cook@act.gov.au)

## **Clinical Services**

### **Mental Health, Justice Health, Alcohol and Drug Services**

#### **Child and Adolescent Mental Health Services**

##### **Childhood Early Intervention Officer**

**Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 25959)**

Gazetted: 27 November 2020

Closing Date: 11 December 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the work area and position:

The Health Professional Officer 3 position is in Childhood Early Intervention Program. This program sits within Child and Adolescent Mental Health Services. The teams consist of Social Workers, Occupational Therapist, Psychologist, and Allied Health Assistant. This program provides specialist mental health early intervention assessment, education for teachers, targeted group work, single session and family interventions. It provides secondary consultation and works closely with the Department of Education, Australian National University and Child and Family Centres. The Childhood Early Intervention Program works with primary schools within the ACT. The Health Professional will be working within the setting of a multidisciplinary team to provide a high standard of practice in the provision of a school based early intervention- social, emotional and behaviour program for children in primary schools. Under the supervision of the early intervention program coordinator the clinician will collaborate with various schools to develop and deliver services which ensure the consistent early detection,

treatment and prevention of emerging severe social, emotional and behavioural difficulties in primary school aged children.

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy

Registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA)

Eligibility for professional membership of Occupational Therapy Australia

Must hold a current driver's licence.

For Psychology:

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

Must hold a current driver's licence.

Highly Desirable:

Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

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

Must hold a current driver's licence.

Highly desirable for all disciplines:

Minimum of three years (ideal five years) post qualification

Experience in working with children and young people.

Experience with tuning into kids, circles of security and family work

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Note:

This is a temporary full-time position available for 12 months with the possibility of permanency. Part-time hours will be considered. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on written application and referee reports only.

Contact Officer: Therese Foster 0410293245 therese.foster@act.gov.au

## **Clinical Services**

### **Mental Health, Justice Health, Alcohol and Drug Services**

#### **Justice Health Services**

##### **Senior Psychologist, Forensic Mental Health Service**

**Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 23845)**

Gazetted: 27 November 2020

Closing Date: 14 December 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.

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

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

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

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

Overview of the work area and position:

Forensic Mental Health Services (FMHS) is a unit of Justice Health Services which is responsible for the delivery of high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system.

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings.

The care provided is and underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

FMHS is one united service with three distinguishable yet integrated service components as follows:

FMHS Forensic Consultation and Intervention Service (FoCIS).

FMHS Mental Health Court Assessment and Liaison (MHCALS).

FMHS Custodial Mental Health (CMH) including:

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH- CA).

CMH – Adult at the Alexander Maconochie Centre (CMH – Adult).

As a Senior Psychologist in the community-based Forensic Mental Health teams - FoCIS and MHCALS - you will be required to undertake high level mental health assessments for external stakeholders including community and inpatient mental health services, the ACT Civil and Administrative Tribunal (ACAT), and the ACT Courts, and provide clinical leadership to the MDT on psychological principles and complex clinical matters.

You will be required to prepare professional clinical reports to the courts and ACAT and undertake specialist forensic risk consultations including structured risk assessments for offending behaviours (i.e., violence, stalking, sexual offending, fixation). You will also provide consultation and liaison to community and inpatient mental health services regarding the treatment and management of high-risk individuals and you will have the opportunity to provide targeted therapeutic interventions for problem behaviours appropriate to your training and skills.

As a senior clinician in FMHS you will also be required to initiate and participate in quality improvement and service development activities, provide clinical supervision to other health professionals, and engage professionally and sensitively with a range of external stakeholders. Senior psychologists working within FMHS will be supported via access to specialist clinical supervision, a collaborative and multidisciplinary team environment, and professional development appropriate to area of service provision. Psychologists working within MHJHADS are eligible to receive an additional allowance (variable depending on level).

Eligibility/Other Requirements:

Mandatory:

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

Minimum three years (ideally five years) post-qualification work experience.

Desirable:

Area of practice endorsement in either clinical or forensic psychology.

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

Prior experience in the area of forensic mental health, and/or a correctional setting.

Knowledge and experience in the use of structured risk assessment tools for risk of offending behaviours.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Comply with CHS credentialing and scope of clinical practice requirements for Allied Health Professionals.

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

**Executive Director of Medical Services**

**Senior Specialist - Clinical Executive Director of Pathology**

**Senior Specialist \$222,205, Canberra (PN: 49994)**

Gazetted: 30 November 2020

Closing Date: 7 January 2021

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.

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

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

For more information in relation to conjoint positions with the ANU please contact Dr Zsuzsoka Kecskes, Dean, ANU Medical School (02) 6125 2622 [dean.medicalschool@anu.edu.au](mailto: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

As Clinical Executive Director of ACT Pathology at CHS, you will be responsible for the delivery of critical services to Canberra and the surrounding region, directing the successful operations of the region's major public pathology service. Reporting to the Executive Director of Medical Services, you will provide high level advice on clinical operations matters and the role of the pathology service in achieving excellent patient outcomes, high staff satisfaction, and the achievement of the organisation's strategic plan. You will be responsible for maintaining high quality relationships with key stakeholders, including clinicians and the community, and represent the organisation at a range of national and international forums.

To be a strong contender for this important and challenging role, you will need experience in leading the provision of safe, high quality pathology services across the care continuum, and commitment to service in accordance with the values of CHS. To be successful, you will need to be innovative and flexible with a strong record of achievement in leading people and managing resources to accomplish quality results. You will need to be an acknowledged leader in the pathology field, with substantial clinical experience. You will require a comprehensive understanding of Australia's health care system, including Commonwealth and state/territory interactions, an understanding of current and emerging technologies and diagnostic techniques, and a good appreciation of future national and international health care challenges.

Your demonstrated capacity to engage senior stakeholders and to broker decisions through collaboration and consensus will be complemented by political sensitivity and high-level policy advisory and leadership skills. You will be forward thinking, self-motivated, resilient, and adept at building relationships in a complex and fast-paced

environment. You will have strong leadership credentials and ability to engender trust and respect, as well as sound judgement, a strong focus on results and the ability to resolve complex issues in a public sector context. The successful candidate must be eligible for registration as a Medical Practitioner in the ACT, and for Fellowship of the Royal Australasian College of Pathologists of Australasia and have or be able to obtain a Medicare Approved Pathology Provider Number. The successful candidate should have significant knowledge and experience of the management of pathology services in the public or private sectors.

The role attracts a Level 3 Management Allowance under section 58 of the *ACT Public Sector Medical Practitioners Enterprise Agreement 2013-2017*.

**Eligibility/Other Requirements**

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency.

Fellowship of the Royal Australasian College of Pathologists of Australasia or equivalent specialist qualifications.

Significant knowledge and experience of the management of pathology services in the public hospital sector.

Current, or ability to obtain, Medicare Approved Pathology Provider.

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 position is temporary full time 0.9 FTE in conjunction with clinical duties not exceeding an additional 0.1 FTE for five years.

**Salary, Remuneration and Conditions:**

Annual Salary: Indicative total package value of \$542,001, inclusive of salary, applicable allowances Managerial allowance level 3 and 11% super.

Senior Staff Specialist: \$222,205

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 Nicholas Coatsworth, Executive Director of Medical Services (02) 5124 3596

[nicholas.coatsworth@act.gov.au](mailto:nicholas.coatsworth@act.gov.au)

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

Contact Officer: Dr Nicholas Coatsworth, Executive Director of Medical Services (02) 5124 3596

[nicholas.coatsworth@act.gov.au](mailto:nicholas.coatsworth@act.gov.au)

**RACS**

**UCH - Nursing**

**Clinical Nurse Consultant - University of Canberra Hospital - Older Persons Rehabilitation Unit**

**Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22402)**

Gazetted: 26 November 2020

Closing Date: 16 December 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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness.

The Clinical Nurse Consultant reports to the Assistant Director of Nursing. The CNC of a UCH ward is responsible for the day to day operational management of services with the ward, including the management of nursing workloads, model of care, and patient flow. The CNC is to provide expert clinical leadership and management within a nursing and multidisciplinary team. The CNC will develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate patient flow. It is expected that the CNC will promote, incorporate and maintain the National Safety and Quality Health Standards at a ward level.

There is an expectation that the successful applicant/s will maintain accountability for their own practice standards, education and work collaboratively with the University of Canberra team to support the professional development of the UCH nursing workforce

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post Graduate studies in Health Management or related field and/or

Post Graduate studies in Nursing

Hold a current driver's license.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

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

Contact Officer: Maria Harman (02) 5124 8774 Maria.Harman@act.gov.au

## **Clinical Services**

**Mental Health, Justice Health, Alcohol and Drug Service**

**Director of Allied Health**

**Aboriginal Liaison Officer**

**Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 20154)**

Gazetted: 30 November 2020

Closing Date: 16 December 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. We provide acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. More information can be found on the CHS website: <https://www.health.act.gov.au/>

Mental Health, Justice Health and Alcohol and Drug Services provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes.

We partner with our health care consumers, their family, carers, government and community organisations to ensure that they receive the best possible care during their treatment and recovery.

All care that we provide is driven by our values of being kind, reliable, respectful and progressive. We're also guided by contemporary mental health and human rights legislation which means we operate within a framework that ensures the rights and dignity of people are promoted and protected.

The position of Aboriginal and Torres Strait Liaison Officer (ALO), will work collaboratively in a team to provide appropriate consultation, support, liaison, and culturally appropriate and responsive care to Aboriginal and Torres Strait Islander people accessing MHJHADS services. The ALO will provide support to the participants, their family and carers, through providing cultural assessment, ongoing liaison and collaboration and external service providers. All team members are required to undertake professional development, cultural supervision and participate in quality improvement initiatives.

For Aboriginal and Torres Strait Islander employees, CHS offers Aboriginal and Torres Strait Islander Health Workforce Support Network.

Grow with us

The ACT Government has announced a significant investment in mental health services in Canberra. As our organisation continues to grow, we need passionate and skilled people to join our team.

You're important to us

Staff are our most important asset, so we've got a range of initiatives to support our staff.

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 mandatory and therefore confirmation may be requested.

Knowledge of Aboriginal and Torres Strait Islander communities and health issues.

Desirable:

Certificate IV in Mental Health and/or Alcohol or Other Drug skill training qualification (or equivalent).

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Current driver licence.

Contact Officer: Kristie Simpson (02) 51244137 [kristie.simpson@act.gov.au](mailto:kristie.simpson@act.gov.au)

## **Clinical Services**

### **Child Youth and Women Community Health Program**

#### **Women's Health Service**

##### **Health Professional Officer**

**Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 31447)**

Gazetted: 02 December 2020

Closing Date: 16 December 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**

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

The ACT Women's Health Service (WHS) provides interprofessional and holistic nursing, medical and counselling services to vulnerable women who experience significant barriers to accessing health care due to, for example, the impact of violence, financial hardship, language or cultural differences, disability, sexuality, gender identity, mental health or substance use. The service seeks to provide trauma informed care to women accessing the service.

In this role you will work collaboratively within the interprofessional team and with other relevant services, to promote a holistic response to addressing the needs of women to improve health and wellbeing outcomes. At this level it is expected that you will provide, under limited supervision, a high level of skilled intake, clinical assessment and therapeutic intervention to women across a range of clinical areas, including individual and group work.

The person we are seeking will have a commitment to working within an inter-professional environment and an understanding of delivering services to women from a feminist perspective.

**Eligibility/Other Requirements:**

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

**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*.

**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.

Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students.

**For Counselling:**

Eligible qualification pathways:

**Pathway 1**

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

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

AND

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

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

**Pathway 2**

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

AND

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

OR

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

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

**Mandatory:**

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).

Desirable:

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

Note: This is a temporary full-time position available immediately until 29th October 2021 with the possibility of permanency.

Contact Officer: Andreea Ardeleanu (02) 5124 1787 andreea.ardeleanu@act.gov.au

## **Division of Medicine**

### **Respiratory Outpatients**

#### **Cystic Fibrosis Registered Nurse**

#### **Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 18493)**

Gazetted: 30 November 2020

Closing Date: 16 December 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.

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.

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

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

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

Overview of the work area and position:

The Department of Respiratory and Sleep Medicine (DRSM) within the Division of Medicine operates from the Canberra Hospital and Health Services campus and provides nursing services to both inpatient and outpatients for Tuberculosis (TB) case management, TB employment screening, asthma education, adult Cystic Fibrosis, supports the Medical Officers (MO) clinics and provides nursing care and support to Respiratory and Sleep Medicine outpatient clients.

The Cystic Fibrosis (CF) Nurse position within the nursing team is responsible for coordinating multidisciplinary adult CF clinics and the care of clients with complex needs related to CF. The role of the CF nurse is to work with the CF team and the clients to reduce hospital admissions, reduce morbidity and mortality and improve the patient's journey through the health system. The successful applicant will work across a multidisciplinary team environment with an emphasis on providing evidence based care and partnering with consumers. The applicant will be the resource person for CF and will provide nursing support to other nursing services within the department.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Hold a current driver's licence.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check,  
Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note:

This position is part-time at 24 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Kim Bailey (02) 5124 2702 Kim.bailey@act.gov.au

## **Mental Health, Justice Health, Alcohol and Drugs Services**

### **Home Assessment and Acute Response Team (HAART)**

#### **Home Assessment and Acute Response Team (HAART) Registered Nurse 3.1**

#### **Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 11687)**

Gazetted: 01 December 2020

Closing Date: 10 December 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:

Mental Health, Justice Health, 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 temporary 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 of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact

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

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

HAART operates an extended 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 a 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 licence.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment Police check.

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

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

## **Surgery**

### **Medical Staff**

#### **Senior Specialist - Anaesthetist**

#### **Senior Specialist \$222,205, Canberra (PN: 48197)**

Gazetted: 01 December 2020

Closing Date: 27 March 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

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

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

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

The Canberra Health Services Department of Anaesthesia, Peri-operative Medicine and Pain Management is a busy department that facilitates over 26, 000 anaesthetic procedures (elective and emergency) per year. Perioperative Medicine has become a significant focus of our department. We operate in a variety of environments, including Canberra Hospital which is the largest tertiary and trauma facility in the region, Calvary Public Hospital, John James Calvary Hospital, National Capital Private Hospital, and other private day surgery locations within Canberra.

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

The Role:

Canberra Health Services are looking for enthusiastic and very experienced Anaesthetists to assist in meeting the ever-increasing service demand of a swiftly growing population.

This role will primarily:

Participate in the provision of anaesthesia services for the Department of Anaesthesia, Perioperative Medicine & Pain Management (DAPMP) at the Canberra Hospital.

Provide provision of subspecialty expertise in paediatric anaesthesia and critical care medicine.

Participate in policy development for the Department and the wider organisation.

Participate in the supervision, training and professional development of the multidisciplinary clinical team and grow the next generation of anaesthetists as we expand our service into the Surgical Procedures, Interventional, Radiological and Emergency (SPIRE) precinct which is due to open on the main Canberra campus in 2024.

Learn more about SPIRE go to [www.health.act.gov.au/about-our-health-system/planning-future/spire-project](http://www.health.act.gov.au/about-our-health-system/planning-future/spire-project)

Employment Conditions and Benefits

*Remuneration*

A full time Senior Medical Officer employed in the ACT Public Service is entitled to a package up to \$398,655 per annum (pro-rata for fractional appointments) under the *ACT Public Sector Medical Practitioners Enterprise Agreement 2013-2017*. A new enterprise agreement is currently awaiting approval from the Fair Work Commission.

This package is inclusive of salary, a minimum 11% super contribution and:

- Private Practice Schemes, with a minimum payment (Scheme A – 20%) \$52,173

Additional Benefits

Benefits additional to Remuneration include:

Generous leave provisions, including training and education leave up to the following:

4 weeks training/education leave

4-5 weeks annual leave per annum.

Strong mentorship and supervisory support.

Medical Education expenses allowance (MEE) reimbursement up to \$19,014

Access to PBI taxation benefits.

Up to \$51, 533 in reimbursement of relocation expenses.

Access to additional payments for work undertaken on Extra Surgery Schemes.

Research opportunities; and

The opportunity to contribute to the development of Models of Care for the new SPIRE precinct.

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>

Eligibility/Other Requirements

Mandatory:

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

Fellowship of the Australian and New Zealand College of Anaesthetists or equivalent specialist qualifications.

Be an Australian Citizen or permanent resident of Australia.

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

Have a minimum of eight years post Fellowship of the Australian and New Zealand College of Anaesthetists or equivalent specialist qualification Experience in professional leadership

Experience in policy development.

Advanced information technology skills.

Experience in presentation and modern teaching skills.

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.

Salary, Remuneration and Conditions:

Annual Salary: Indicative total package value of \$343,155 inclusive of salary, applicable allowances and 11% super.

Senior Staff Specialist: \$222,205

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>

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

Contact Officer: Jeremy Crane (02) 5124 3245 [Jeremy.Crane@act.gov.au](mailto:Jeremy.Crane@act.gov.au)

## **Finance and Business Intelligence**

### **Health Information Services**

#### **Clinical Coder Educator/Auditor**

#### **Clinical Coder Level 2 \$123,692, Canberra (PN: 25179)**

Gazetted: 01 December 2020

Closing Date: 17 December 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 Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and Health Information Services.

Health Information Services (HIS) provides a range of functions including scanning and health record management, clinical coding and casemix data generation, clinical documentation program, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care follow-up, research, quality improvement, education and hospital management purposes.

Clinical coding is an essential function for Canberra Health Service to facilitate accurate funding reimbursement, to support clinical research and education, to assist in the planning and evaluation of health care services and to fulfil local and mandatory national data submission requirements.

This role is a combined coding/auditing/educator role. In addition to some routine clinical coding responsibilities, you will also be required to train new coders and assess ongoing coder-education needs through regular coding audits. You will play a key role in determining appropriate Diagnosis Related Group (DRG) allocation, optimising coding throughput, ensuring targets and key performance indicators are met, conducting coding quality audits involving interactive casemix reviews with clinical staff as well as providing training, mentoring and support to the clinical coding team.

Eligibility/Other Requirements:

Mandatory:

Bachelor of Applied Science (Health Information Management) or eligibility for admission to full membership of the Health Information Management Association of Australia.

Desirable:

A minimum of three years clinical coding experience using the current edition of ICD-10-AM, covering a broad range of casemix in an acute tertiary hospital, with ability to accurately code an average of four – five records per hour.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Dianne Ramadan (02) 5124 3242 [dianne.ramadan@act.gov.au](mailto:dianne.ramadan@act.gov.au)

## **People and Culture**

### **Workforce Capability - Staff Development**

#### **Transition to Practice Program - Clinical Development Nurse**

#### **Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 40832)**

Gazetted: 01 December 2020

Closing Date: 10 December 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the work area and position

Workforce Capability -Staff Development Unit (SDU) is part of People and Culture. SDU provides a key coordination role for Learning and Development (LandD) in Canberra Health Services (CHS). SDU provides education and training for clinical, technical, vocational and administrative staff in a broad range of learning and development programs which are based on the needs of the organisation as well as valuing the needs of staff. This position reports to the Director of Staff Development Unit.

The CHS Transition to Practice Program (TTPP) for Registered Nurses is a 12 month structured program designed to provide a smooth transition into the workforce via a thorough orientation schedule, clinical and professional support, feedback and guidance during the first year of transition from a nursing student to a Registered Nurse (RN). This program is facilitated by SDU.

TTPP CDNs provide one on one bedside teaching, clinical support, ongoing evaluation and feedback for graduate Nurses across a diversity of clinical areas within CHS.

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

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

Eligibility/Other Requirements:

Mandatory:

Be registered as a nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Hold a Certificate IV in Workplace Training and Assessment or certificates for relevant skills sets.

Current clinical experience as a CDN is highly desirable.

Desirable:

A postgraduate qualification in nursing or clinical education.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note:

This is a temporary position available for six months with the possibility of extension. This position is part-time at 32-36 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Deborah Moore (02) 5124 7057 [deborah.moore@act.gov.au](mailto:deborah.moore@act.gov.au)

## **Clinical Services**

### **Medicine**

#### **Ward 4B**

#### **Registered Nurse**

#### **Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 46981)**

Gazetted: 01 December 2020

Closing Date: 8 December 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the work area and position

Ward 4B is a 12 bed renal ward and 18 chair/bed discharge lounge. The 4B nursing team has a multidisciplinary approach with an emphasis on research and evidence-based practice and is committed to partnering with patients to provide excellent care. This position is based at Canberra Hospital and reports to the CNC of 4B.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note:

This is a temporary position available for six months with the possibility of extension. This is a full-time position working a rotating roster of morning, evening and night shifts.

Contact Officer: Tracy Garratt (02) 5124 3352 [tracy.garratt@act.gov.au](mailto:tracy.garratt@act.gov.au)

## **Mental Health, Justice Health, Alcohol and Drugs Services**

### **Adult Community Mental Health Services**

#### **Home Assessment and Acute Response Team (HAART) Health Professional**

**Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 22168)**

Gazetted: 01 December 2020

Closing Date: 10 December 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:

Mental Health, Justice Health, 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 permanent 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 of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact

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

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

HAART operates an extended 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 a 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.

Highly 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.

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.  
For more information on this position and how to apply “click here”  
Contact Officer: Peter Sheils (02) 5124 2212 peter.sheils@act.gov.au

## **Clinical Services**

### **Division of Medicine**

#### **Clinical Forensic Medical Services**

##### **Administration Service Officer**

##### **Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 15002)**

Gazetted: 02 December 2020

Closing Date: 9 December 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

Clinical Forensic Medical Services (CFMS) is a locally based, well established clinical service that provides forensic medical care to patients from the ACT and surrounding areas. CFMS comprises of Clinical Forensics ACT (CFACT), contracted medical services to the AFP, Forensic and Medical Sexual Assault Care (FAMSAC), the ACT Health based sexual assault service, and ‘Fitness To Drive Medical Clinic’ (FTDMC). CFMS is a medical unit within Canberra Hospital and Health Services, with requirements and support for ongoing professional development of all staff. Under the direction of the CFMS Office Manager and working with the Medical Director, the administrative services role is responsible for the provision of high-level administration duties with general office and secretarial functions, inbox/calendar management, accounts, financial and shared services responsibilities. Assists administratively in the strategic and operational processes required within CFMS. High level quality customer service is integral as well as confidentiality and access to sensitive documents. The successful applicant will be required to work as part of a multidisciplinary team.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Must be eligible to pass an AFP security clearance or the ability to maintain.

Desirable:

Current driver’s licence.

Experience in working with Microsoft Office Suite including Excel.

Competency with ACTPAS.

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

Contact Officer: Anna Brkic (02) 5125 2185 anna.brkic@act.gov.au

## **Patient Support Services**

### **Nursing and Midwifery and Patient Support Service**

## **Operations Manager**

### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 25976)**

Gazetted: 02 December 2020

Closing Date: 16 December 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. 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.

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

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

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

Overview of the work area and position:

The Operations Manager is responsible to the Director, Patient Support Services (PSS). The primary function of the Operations Manager is to manage the day-to-day operation of sub-section of PSS ensuring that services meet client and organisational needs. There may be operational requirements to undertake the role managing other portfolios within PSS.

Eligibility/Other Requirements:

Highly Desirable:

Experience in human resource management, preferably in Healthcare or operational setting.

Tertiary qualifications or equivalent in a health or related discipline is highly desirable.

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

Prior to commencement the 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 six months with the possibility of extension and/or permanency.

Contact Officer: Rodney Chandler (02) 5124 2980 [rodney.chandler@act.gov.au](mailto:rodney.chandler@act.gov.au)

## **Clinical Services**

### **Clinical Forensic Medical Services**

#### **Division of Medicine**

### **Clinical Nurse Consultant**

#### **Registered Nurse Level 3.2 \$122,360, Canberra (PN: 23979)**

Gazetted: 30 November 2020

Closing Date: 16 December 2020

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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

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

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

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

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

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

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

Overview of the work area and position

CHS Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Clinical Forensic Medical Services (CFMS) is a medical unit within CHHS and is the locally based well established clinical service that provides forensic medical care to patients from the ACT and surrounding areas for Clinical Forensics ACT (CFACT) (medical services to the Australian Federal Police), a contracted medical services to the AFP, Forensic and Medical Sexual Assault Care (FAMSAC), the CHS based sexual assault service for medical care and forensic medical assessments including injury documentation for victims of domestic violence, and the 'Fitness To Drive Medical Clinic' (FTDMC). Under the direction of the CFMS Medical Director the CNC role is responsible for the provision of high-level clinical co-ordination of the CFMS services. High level quality customer service is integral with confidentiality and access to sensitive documents. The successful applicant will be required to work as part of a multidisciplinary team and provide support on the roster with on-call and call out services.

Eligibility/Other Requirements

Mandatory:

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

Ability to hold and retain an AFP Security Clearance.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Hold a current driver's licence.

Desirable:

Holds or working towards a post-graduate certificate in related field (i.e Emergency Medicine, Sexual Assault, Forensic Medicine).

Contact Officer: Marg McManus (02) 5124 5164 [marg.mcmanus@act.gov.au](mailto:marg.mcmanus@act.gov.au)

## **Canberra Health Services**

### **Clinical Services**

#### **Adult Community Mental Health Services**

#### **Home Assessment and Acute Response Team**

#### **Wayback Clinical Lead**

#### **Registered Nurse Level 3.1 \$108,237 - \$112,691 , Canberra (PN: 33437)**

Gazette date

Closing Date: 14 December 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.

Woden Community Service

Woden Community Service (WCS) is a well-established and regarded not-for-profit community-based organisation in the ACT that provides a wide range of services to the broader Canberra community. Centrally located in Canberra, WCS works with children, young people, adults, families, and multiple diverse communities and other organisations across the ACT. Services are flexible, responsive, innovative and person-focused, and are funded by a variety of sources including the ACT and Commonwealth Governments, the NDIA, Primary Health Network or fee-paying.

WCS has developed a sophisticated stepped model of care that underpins its mental health psychosocial support services. At one end of this continuum of care is the IAPT model of Next Step, followed by the NPSM New Path Service. At the more intensive end of this model of care is The Way Back Support Service and Transition to Recovery (TRec) currently working in partnership with Canberra Health Services.

Beyond Blue

Our Vision: for everyone in Australia to achieve their best possible mental health.

Our Mission: we promote good mental health. We create change to protect everyone's mental health and improve the lives of individuals, families and communities affected by anxiety, depression and suicide.

Our Values: Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity

Beyond Blue works in all States and Territories, aiming for our campaigns, communications, resources and programs to be as accessible in remote communities as inner metropolitan suburbs, to:

Inform and connect people to enable them to achieve their best possible mental health and access support when they need it.

Influence and challenge discriminatory behaviour by advocating for positive change and prompting discussions across Australia.

Innovate and initiate effective ways to improve access to support and improve outcomes for people, families and communities.

The experiences and needs of people affected by anxiety, depression and suicide underpin all Beyond Blue's work. Our independence and bipartisan approach to issues position us to advocate for positive change, and a better deal for people experiencing anxiety, depression and suicide risk. Our research continues to shape our work and that of others, and we collaborate with partners across many sectors and industries to advance our collective thinking, knowledge and direction.

Overview of the Work Area and Position

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with individuals, 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, and other community settings including people's homes. 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.

The Adult Community Mental Health Services (ACMHS) provide services for people aged over 18 years with a strong focus on the provision of timely and effective mental health interventions in the community, including the Home Assessment and Acute Response Team (HAART) which provides community-based crisis interventions and support.

This RN3.1 position will be physically based in HAART but will provide clinical leadership and support for the Way Back Support Service. Although employed to HAART, the position will work in partnership with Woden Community Services.

The Way Back Support Service is a Beyond Blue initiative (funded by the ACT Health Directorate and Commonwealth Government) providing non-clinical care and practical support to individuals for up to three months following a suicide attempt.

The Way Back Support Service aims to prevent further episodes of self-harm by providing proactive non-clinical support and co-ordination of patient access to services in the community for up to three months following discharge by:

- maintaining contact and providing encouragement and support
- encouraging the uptake of hospital discharge plans and utilisation of safety plans
- supporting attendance to medical and allied health appointments
- facilitating access to a range of community support services
- assisting clients to connect with support networks.

The Way Back Support Service operates from 9am to 5pm Monday to Friday. The service is based within Woden Community Service and presentations to hospital on weekends or after hours will be followed up via phone call during the next business day.

Crisis intervention is redirected to existing clinical pathways including Adult Community Mental Health Services. Clients are routinely provided with information on emergency mental health contacts and are encouraged to use 24/7 crisis helpline services if they are feeling suicidal or are concerned about someone else's safety.

The position reports to the HAART Team Leader for line management purposes including clinical governance but will work in partnership with WCS Management.

Eligibility/Other Requirements:

Mandatory:

Approved tertiary qualifications or equivalent in nursing.

Be registered or be eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).

A minimum of three years, ideally five years, experience working as a Registered Nurse in a mental health or related field.

Hold a current driver's licence.

Desirable:

Post Graduate Qualification in Mental Health Nursing or working towards such

Experience in working in partnership with community and emergency services personnel that promotes a spirit of cooperation and collaboration, and respect for each other's philosophy, priorities, knowledge, skills, and experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

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

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

### **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](mailto:jobs@act.gov.au)**

#### **Corporate Services**

##### **Financial Services - Processing**

##### **Financial Services Officer**

##### **Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 18117)**

Gazetted: 02 December 2020

Closing Date: 9 December 2020

Details: Canberra Institute of Technology (CIT) is seeking a highly motivated individual to provide administrative support in a range of office support functions including in accounts, office services, purchasing, procurement (including preparation of purchase requests and obtaining quotes) and corporate credit card purchases. Other responsibilities include preparing journals and managing accounts payable and accounts receivable transactions, processing and actioning travel requests and acquittals and maintenance of appropriate records and documentation.

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

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

How to Apply: Please provide a written response (maximum 800 words) and a copy of your curriculum vitae.

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

Contact Officer: Ildi Lee (02) 6207 3466 ildi.lee@cit.edu.au

## **CIT Education and Training Services**

### **CIT Education Services**

#### **Education Services Management**

##### **Online Learning Developer**

##### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 49635)**

Gazetted: 27 November 2020

Closing Date: 4 December 2020

Details: Are you ready to take your online learning and design skills to the next level? Canberra Institute of Technology (CIT) Education Services provides a broad range of services to lead, monitor and support educational performance for students and staff at CIT including: programs and learning (program development, education quality and online learning); and academic governance (policy and performance).

We are seeking a talented energetic team member with advanced Moodle building skills, ready to work across CIT, to support departments to develop a range of flexible and engaging student-focused learning solutions to support the exciting new Job Trainer programs.

The ACT Government and Australian Government are investing a combined \$16.75 million in the Job Trainer program locally, to provide job seekers and people aged 17 to 24 with free Vocational Education and Training(VET), that includes full qualifications, pre-apprenticeships and online short courses to suit everyone's circumstances!

With that in mind, if you are someone who is excited about the prospect of using advanced technology to make things easier, loves to fix problems before they occur, can provide intuitive 'just in time' support to students, departments and Education Services, then this is a great opportunity for you.

In this role, there is no time to feel bored as you will need to think outside the box and problem solve to produce content that gets results, all whilst keeping your cool!

If you're looking for your next dynamic career challenge, innovative and experienced leaders will encourage and support you to develop your interests and expertise.

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

Eligibility/Other Requirements:

Desirable: At least two years full time experience in a VET or higher education environment in an online learning development role. Qualifications in graphic design, ICT, business or education.

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

How to Apply: Please submit a one page pitch showing how and why you are best placed to meet the requirements, along with a detailed curriculum vitae (max four pages) and the names and contact details of two referees (one should be a current/recent supervisor/manager).

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

Contact Officer: Sarah Seymour (02) 6207 3231 sarah.seymour@cit.edu.au

**CIT Pathways College**

**LLND Support**

**LLND Support Teacher**

**Teacher Level 1 \$76,460 - \$102,020, Canberra (PN: 51162)**

Gazetted: 26 November 2020

Closing Date: 9 December 2020

Details: The CIT Pathways College is seeking applications from highly motivated, enthusiastic and experienced people who can teach and support students in one or more of the following areas, Language, Literacy, Numeracy, Digital Literacy (LLND) and Careers for our LLND Support program.

CIT Pathways College is a teaching college comprising four departments: CIT English Language Centre, CIT Student Support, CIT Year 12 and General Education and CIT LLND support. This college offers VET training programs from Certificate I through to Certificate IV as well as the ACT Year 12 Certificate.

Details of the LLND support program can be found:

[https://cit.edu.au/courses/education\\_community/foundation\\_skills/C2-CM09](https://cit.edu.au/courses/education_community/foundation_skills/C2-CM09)

Eligibility/Other Requirements: Teachers delivering and assessing the Certificate II in Skills for work and vocational pathways must hold relevant education qualifications and have a sound knowledge of the ACSF. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent); where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set); and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person. Highly Desirable:

Knowledge of, experience and qualifications in one of the following, careers planning, student wellbeing, pastoral care and alternate educational programs an advantage.

Desirable:

Qualification in the behavioural sciences, social work or related disciplines highly desirable.

Demonstrated outcomes and previous experience in this area will be highly regarded.

Note: This is a temporary position available from 27 January 2020 until 31 December 2022 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

CIT Streamlined position: 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 review the attached Position Description and submit a two-page response to the Selection Criteria to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural Capabilities and a current curriculum vitae.

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

Contact Officer: Terri Silk (02) 6207 3120 [terri.silk@cit.edu.au](mailto:terri.silk@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.

**CIT Pathways College**

**LLND Support**

**LLND support teacher**

**Teacher Level 1 \$76,460 - \$102,020, Canberra (PN: 49665)**

Gazetted: 26 November 2020

Closing Date: 9 December 2020



Details: The CIT Pathways College is seeking applications from highly motivated, enthusiastic and experienced people who can teach and support students in one or more of the following areas, Language, Literacy, Numeracy, Digital Literacy (LLND) and Careers for our LLND Support program.

CIT Pathways College is a teaching college comprising four departments: CIT English Language Centre, CIT Student Support, CIT Year 12 and General Education and CIT LLND support. This college offers VET training programs from Certificate I through to Certificate IV as well as the ACT Year 12 Certificate.

Details of the LLND support program can be found:

[https://cit.edu.au/courses/education\\_community/foundation\\_skills/C2-CM09](https://cit.edu.au/courses/education_community/foundation_skills/C2-CM09)

Eligibility/Other Requirements: Teachers delivering and assessing the Certificate II in Skills for Work and Vocational Pathways must hold relevant education qualifications and have a sound knowledge of the ACSF. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent); where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set); and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person. Highly Desirable:

Knowledge of, experience and qualifications in careers planning and student wellbeing, pastoral care and alternate educational programs an advantage.

Note: This is a temporary position available from 27 January 2021 until 30 September 2021. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please review the attached Position Description and submit a two-page response to the Selection Criteria to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities and a current curriculum vitae. Two referee reports and copies of qualifications will need to be provided on request.

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

Contact Officer: Terri Silk (02) 6207 3120 [terri.silk@cit.edu.au](mailto:terri.silk@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.

## **Education and Training Services**

### **Education Services**

#### **Education Services Management**

##### **Online Learning Success Officer**

##### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 49634)**

Gazetted: 26 November 2020

Closing Date: 3 December 2020

Details: Are you looking for a change from your everyday tasks? Are you just as comfortable talking in person or online? Can you multi-task and remain highly motivated?

Canberra Institute of Technology (CIT) Education Services provides a broad range of services to lead, monitor and support educational performance for students and staff at CIT including: programs and learning (program development, education quality and online learning); and academic governance (policy and performance). We are seeking a talented energetic team member.

The ACT Government and Australian Government are investing a combined \$16.75 million in the JobTrainer program locally, to provide job seekers and people aged 17 to 24 with free vocational education and training, that includes full qualifications, pre-apprenticeships and online short courses to suit everyone's circumstances!

In this role you will work with passionate and experienced leaders who will encourage and support you to develop your Moodle Skills to enhance and progress student engagement. To be successful you will need to have a 'can-do' attitude coupled with highly developed analytical and interpersonal skills, an eye for detail and a desire to achieve. As a success coach you will work with students to discover what success means to them and how to apply it to their personal and academic lives. Open-minded and using a team approach, you will support students to develop

goals and unpack online learning into manageable bite-size. By framing appropriate questions and listening actively, you will assist students with time management to create sustainable study habits, plan out assessment and much more.

If you are someone who effortlessly slips into the shoes of learners, always find ways to get around obstacles to bring people together towards a common goal, we want to hear from you.

There is no time to waste! Apply to join the dynamic and hardworking CIT Education Services team.

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

**Eligibility/Other Requirements:**

**Desirable**

At least two years full time experience in a VET or higher education environment in a student-facing role.

Qualifications in youth work, career advice or education.

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

**How to Apply:** Please submit a one page pitch showing how and why you are best placed to meet the requirements, along with a detailed curriculum vitae (max four pages) and the names and contact details of two referees (one should be a current/recent supervisor/manager). For more information please contact the Contact Officer.

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

Contact Officer: Sarah Seymour (02) 6207 3231 Sarah.Seymour@cit.edu.au

## **Education and Training Services**

### **Health, Community and Science**

#### **Human Services**

##### **Project Officer**

##### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 17688)**

Gazetted: 27 November 2020

Closing Date: 11 December 2020

**Details:** The Canberra Institute of Technology (CIT) Human Services department is seeking a highly motivated project officer with high level administration skills. This position will work closely with industry to collaborate on matters relevant clinical placements for students at CIT within the Diploma of Nursing program while ensuring the regulatory requirements associated with ASQA and ANMAC are adhered to.

Duties will include developing and maintaining professional working relationships with industry and key stakeholders, assisting in the development and monitoring of Memorandums of Understandings (MoU) between CIT Human Services and industry partners, participating in course information, enrolments and induction sessions, coordinating the development and finalisation of clinical placement workbooks, supporting CIT nursing students in the allocation of clinical placements and be the conduit between industry and CIT for information sharing and collective problem solving in relation to issues that may arise while students are on clinical placements.

The successful candidate will need to work as a team member and autonomously to support and promote the department/college priorities. The ability to exercise judgement and to interpret guidelines and procedures to resolve issues, inquiries and work tasks is essential.

**Working at CIT:** With an impressive 90-year history, Canberra Institute of Technology (CIT) is an exciting place to work. As the largest VET provider in Canberra, we are committed to recruiting, developing, and retaining the best people possible at all levels. The benefits of working at CIT include:

Access to facilities to support your health and wellbeing, including CIT Fit and Well Fitness centre at Bruce Campus, as well as a strong Employee Assistance Program.

Flexible work options.

Free parking.

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

**Note:** This is a temporary position available immediately for two years with the possibility of extension up to but not exceeding five years in total. 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. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are required to address the Selection Criteria (maximum four pages) and provide a current curriculum vitae along with the names of two referees.

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

Contact Officer: Lily Muthurajah (02) 6205 7381 [lily.muthurajah@cit.edu.au](mailto:lily.muthurajah@cit.edu.au)

### **Chief Minister, Treasury and Economic Development**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Executive Branch Manager, artsACT**

**Temporary Vacancy (21 December 2020 to 2 February 2021, with the possibility of extension)**

**Chief Minister, Treasury and Economic Development Directorate**

**Economic Development**

**Position: E813**

**(Remuneration equivalent to Executive Level 1.3)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 30 November 2020

Expressions of interest (EOI) are sought for the position of Executive Branch Manager, artsACT for the period Monday 21 December to Tuesday 2 February 2021 with the possibility of extension.

artsACT is responsible for the development and implementation of ACT arts policies and the provision of policy, funding and infrastructure advice to government. It manages the ACT Arts Fund and a range of other arts development and funding initiatives, as well as managing the Public Art Program and collection, overseeing the development and management of a number of ACT arts facilities and infrastructure projects.

This position is responsible for collaboratively developing and implementing high quality, evidence-based arts policy and programs, to deliver on the ACT Government's objective of diversifying and strengthening the ACT economy, to create a vibrant community for Canberrans and for people visiting Canberra.

To apply: Interested candidates should submit a one page Expression of Interest and current curriculum vitae (including the contact details of two referees) via email to [sam.tyler@act.gov.au](mailto:sam.tyler@act.gov.au) by COB Monday 7 December 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 \$236,451 - \$245,570 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$182,388.

Contact Officer: Sam Tyler (02) 6205 4365 [sam.tyler@act.gov.au](mailto:sam.tyler@act.gov.au)

#### **Executive Branch Manager, Payroll and HR Systems, Shared Services**

**Temporary Vacancy (24/12/2020 to 27/01/2021)**

**Chief Minister, Treasury and Economic Development Directorate**

**Shared Services**

**Position: E1084**

**(Remuneration equivalent to Executive Level 1.2)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 30 November 2020

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

The Executive Branch Manager, Payroll & HR Systems, Shared Services is a dynamic position that leads, contributes to and influences strategic thinking, direction setting and decision making by engagement with stakeholders within the Directorates of the ACT Government while leading a large team of Payroll and HR systems employees to deliver the ongoing pays to around 25,000 employees per fortnight.

The successful candidate will require knowledge and experience in managing and leading a large team, including understanding complexity associated with a diverse workforce governed by 18 enterprise agreements and legislation. An ability to be hands on with Directorate and to maintain relationships with those directorates is important.

To apply: Candidates are requested to submit an Expression of Interest (maximum two pages) addressing the selection criteria and a current curriculum vitae to [martin.bolton@act.gov.au](mailto:martin.bolton@act.gov.au) by COB Thursday 3 December 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 \$221,815 - \$230,275 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$169,203.

Contact Officer: Mr Martin Bolton (02) 6205 8700 [martin.bolton@act.gov.au](mailto:martin.bolton@act.gov.au)

### **Economic Development**

#### **Sport and Recreation**

#### **ACT Academy of Sport**

#### **Administration Officer**

#### **Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 49477)**

Gazetted: 30 November 2020

Closing Date: 7 December 2020

Details: Sport and Recreation is seeking an enthusiastic and experienced person to join our ACT Academy of Sport (ACTAS) team as an Administration Officer. The successful applicant will be a member of a team delivering athletic high performance services to approximately 120 talented athletes across seven high performance sport programs and an Individual Athlete Program.

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.

Notes: This is a temporary position available immediately for 3 months with the possibility of extension and/or permanency. Selection may be based on written application and referee reports only. A merit pool will be established from this recruitment process to fill future similar vacancies over the next 12 months.

How to Apply: Please provide a supporting statement outlining experience and/or abilities against the Selection Criteria and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae.

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

Contact Officer: Lauren Christie (02) 6207 4402 [Lauren.Christie@act.gov.au](mailto:Lauren.Christie@act.gov.au)

### **Shared Services ICT**

#### **Technology Services**

#### **Networks and Communication Services**

#### **Voice Technician**

#### **Information Technology Officer Class 2 \$86,547 - \$99,051, Canberra (PN: 13532)**

Gazetted: 27 November 2020

Closing Date: 11 December 2020

Details: Shared Services ICT is looking for a Voice Technician to support the ACT Government's Cisco telephony VOIP, telecommunications products and collaboration solutions. The role sits in the Networks and Communication Services team, reports to the Manager of Unified Communications, and works closely with all ACT Government Directorates.

In this role you will be responsible for:

Administrative tasks on Cisco IP telephone systems

Telephony Project work

Input into change management processes for telephony issues and project

Collecting of performance statistics and reporting.

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:**

Advanced knowledge of telephony systems, such as Cisco Unified Communications Manager, Unified Cisco Contact Centre Express and applications such as Cisco Jabber and WebEx.

ITIL Foundations V3 Certificate highly desirable

Note: This is a temporary position available from 16 December 2020 until 14 May 2021 with the possibility of permanency.

How to Apply: Please provide a Covering Letter, copy of your curriculum vitae and a two page pitch that addresses 'What you Will Do' and the 'Behavioural Capabilities' in the Position Description.

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

Contact Officer: Shane Eccleston (02) 6207 7963 [Shane.Eccleston@act.gov.au](mailto:Shane.Eccleston@act.gov.au)

## **Treasury**

### **Shared Services ICT**

#### **Strategic Business Branch**

#### **HRIMS Project Coordinator**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 38480, several)**

Gazetted: 01 December 2020

Closing Date: 8 December 2020

Details: The Human Resource Information Management Solution (HRIMS) Program is seeking a Project Coordinator to join our implementation team. The role is administration based, with a large emphasis on governance and reporting activities. We encourage all candidates with relevant program/project management experience and/or qualifications to apply. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** Relevant project management experience and/or qualifications are highly desirable. An ACT Government CMTEDD Baseline clearance is required for this position.

Note: These are temporary position's available from 29 January 2021 for up to 12 months with possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact of two referees.

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

Contact Officer: Sharon Thompson (02) 6207 2165 [sharon.thompson@act.gov.au](mailto:sharon.thompson@act.gov.au)

## **Commercial Services and Infrastructure group**

### **ACT Property Group**

#### **Estate and Procurement Management**

#### **Project Officer - Induction Project**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 39703)**

Gazetted: 26 November 2020

Closing Date: 14 December 2020

Details: ACT Property Group is responsible for a large number of ACT Government owned and managed properties which have differing safety hazards. The maintenance, management and upgrade of these sites is carried out by tradespeople and contractors whose safety needs to be protected, including through effective induction arrangements. ACT Property Group has initiated a project to improve safety by enhancing the induction process at all sites.

The person in this role will take the lead in working out how to keep site safety information up to date for more than 200 sites across the ACT. They will work within the organisation and team to understand how to collect and collate relevant health and safety data and to develop enhanced site information packs to be held at each site.

They will need to create practical solutions that can easily be used both by tradespeople on site and by office-based support staff. These solutions will need to work in the short term as a paper-based system and be set up to be integrated into the web-based induction portal which is being developed by the project. This role is a blend of information collection at site and in the office, coordination and project support.

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:

Workplace Health and Safety Induction (White Card) or willingness to obtain; [General Construction Induction Card \(White Card\)](#).

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: [http://www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety).

a current driver's licence and own vehicle.

Relevant training and/or qualifications in information management or safety management are highly desirable.

Notes: This is a temporary position available for six months with the possibility of extension up to less 12 months.

Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

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

Contact Officer: Sylvia Webb (02) 6205 3350 [Sylvia.Webb@act.gov.au](mailto:Sylvia.Webb@act.gov.au)

## **Policy and Cabinet**

### **Cabinet, Assembly and Government Business**

#### **Assistant Director Education and Systems Design**

#### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 44835)**

Gazetted: 26 November 2020

Closing Date: 10 December 2020

Details: An exciting opportunity is available in the Policy and Cabinet Division as Assistant Director, Education and Systems Design. This position will be responsible for establishing, maintaining and communicating the Cabinet, Assembly and Government Business branch's (CAGB) business through a digital interface and with a client/user focus. The successful applicant will enjoy being at the forefront of government decision making, supporting the passage of material being considered by Cabinet and the Legislative Assembly.

The role of the position includes maintaining a detailed understanding of the CAGB's business principles, procedures and processes, and designing approaches to information technology implementation and education in close liaison with Shared Services IT. You will be responsible for the design, planning, scheduling and delivery of CAGB's e-learning activities for the ACTPS and ACT Executive.

To undertake this role successfully, you will have a strong client focus, have a demonstrated understanding of the ACT Government's Cabinet, Assembly and Government Business activities, and can apply your knowledge to analyse and design business processes. You must also have the ability to identify alternative solutions to automate Cabinet, Assembly and Government Business practices through new technologies. During peak periods, you will

also be required to support the functions of the Cabinet and Assembly Business teams and other duties across the branch as directed.

This is a diverse and interesting role as part of a high functioning branch, who willingly support each other in meeting critical timeframes. In order to achieve optimum results in the role it is expected you will have sound administrative and organisational skills and the ability to demonstrate resilience in a high-pressure environment.

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

How to Apply: Applicants should provide supporting statements against the Position Description of no more than two pages and also include a current curriculum vitae and the names and contact of two referees.

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

Contact Officer: Sara Burns (02) 6205 5347 sara.burns@act.gov.au

#### **Access Canberra**

##### **Fair Trading and Regulatory Strategy**

##### **Data and Strategy**

##### **Assistant Director Strategy**

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 49764)**

Gazetted: 27 November 2020

Closing Date: 4 December 2020

Details: Are you a champ at jigsaw puzzles? Build LEGO like the LEGOMasters? Play well with others to solve problems and anticipate issues before they arise? If so, Access Canberra have the position for you!

The Strategy team within Fair Trading and Regulatory Strategy branch is looking for an Assistant Director with excellent leadership and collaborative skills as well as an ability to problem solve that is second to none. The work is varied and fast-paced and will involve leading a small team to work collaboratively with the leadership teams of each branch across the agency.

This team will need to be able to change focus quickly across a number of major projects and will also need to be able to respond to strategic issues as they arise. A key part of the role will also be in assisting the facilitation of scenario storming exercises so an ability to herd cats will be essential.

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 from 14 December 2020 until 30 June 2021 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: If looking at the big picture is something you enjoy and if you love finding solutions to problems, then send us a one page pitch outlining how you meet the Selection Criteria and are the best candidate for the job.

Include your curriculum vitae and the contact details for two referees.

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

Contact Officer: Jodie Vaile (02) 6207 1915 Jodie.Vaile@act.gov.au

#### **Access Canberra**

##### **Fair Trading and Regulatory Strategy**

##### **Data and Strategy**

##### **Project Officer**

##### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 49763, several)**

Gazetted: 27 November 2020

Closing Date: 4 December 2020

Details: Calling all problem solvers, LEGOMasters, Game lovers, people who enjoy telling a story and who play well with others. If you enjoy grappling with problems, developing solutions and overcoming obstacles then the Project Officer role within the Strategy team in Access Canberra is the place for you.

Working in a small team in a flexible, fun loving working environment you will have the opportunity to work with other teams from across the organisation to find solutions and develop approaches to some of the major



challenges facing the agency over the next few years. You will need excellent interpersonal and written communication skills and highly developed coordination skills in terms of the running of working groups and committees.

The team has a variety of major projects to complete in addition to fast paced problem solving of issues as they arise. There will also be the opportunity to assist in the development and coordination of scenario storming exercises on a range of issues that impact on the organisation.

If you are up for a challenge and enjoy working on a wide variety of projects with the opportunity to learn about an entire organisation then this role is for you!

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

Note: This is a temporary position available from 14 December 2020 until 30 June 2021 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a one page pitch outlining how you best meet the Selection Criteria. Please include your curriculum vitae and the contact details of two referees.

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

Contact Officer: Jodie Vaile (02) 6207 1915 [Jodie.Vaile@act.gov.au](mailto:Jodie.Vaile@act.gov.au)

### **Partnership Services Group**

#### **Customer Support Services**

#### **Service Delivery Officer**

#### **Information Technology Officer Class 1 \$70,058 - \$79,749, Canberra (PN: 14328)**

Gazetted: 30 November 2020

Closing Date: 14 December 2020

Details: It's here, folks – the long-awaited return of an ITO1 vacancy with the Shared Services ICT Service Desk. This summer join our award-winning ICT team on its mission to provide fantastic customer service, maintain a fun, positive workplace, and build some epic skills to help your technical career take flight. You don't need to know about macros and VPNs, you just need to be a teamwork-oriented customer service superstar with a heart of gold and a willingness to learn new skills in an exciting, fast-paced environment.

You'll be responsible for coordinating ICT support to a number of ACT Government Directorates and liaising with other teams to provide a positive outcome for our customers. You will have a strong customer focus, an interest in technology, and be highly adaptable to a changing work environment. Successful applicants may be required to provide onsite support or work on the Service Desk and must be willing to rotate between roles as required.

Driver's licence is essential. Knowledge of the Information Technology Infrastructure Library (ITIL) structure and principles is not essential, but would be advantageous.

An understanding of the ACT Government's ICT infrastructure environment and experience in the use and support of ICT systems and applications would be highly regarded.

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

Current Baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

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

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

How to Apply: To apply, submit a written response to the questions below, contact details for at least two referees and a current curriculum vitae. Each response should be no more than 200 words per question and should provide evidence of your capacity to perform the duties and responsibilities as listed under the sections "What you will do" and "What you require" in the Position Description.

Provide an example of a time when you solved a problem. Tell us what the problem was, what you did to solve the problem, and what the outcome was.

Provide an example of a time when you provided good customer service, or a great experience for someone else.

Provide an example of a time when you demonstrated great teamwork.

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

Contact Officer: Inge Pieterse (02) 6207 0963 [Inge.Pieterse@act.gov.au](mailto:Inge.Pieterse@act.gov.au)



## **Networks and Communication Services**

### **Technology Services**

## **Networks and Communication Services**

### **Communications and Engagement Officer**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 30612)**

Gazetted: 27 November 2020

Closing Date: 11 December 2020

Details: Shared Services ICT is looking for a Communications and Engagement Officer to enhance communication activities through strategic communications and marketing. The role sits in the Networks and Communication Services team, reports to the Manager of Unified Communications, and works closely with all ACT Government Directorates.

In this role you will be responsible for:

Develop, document, review and publish documentation for collaboration technologies.

Build and sustain relationships with key stakeholders at the working level.

Identify areas for improvement to achieve team and strategic objectives.

Maintain and manage training for customers in relation to collaboration technologies.

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 presenting content to audiences.

ITIL Foundations V3 Certificate highly desirable.

Note: This is a temporary position available from 16 December 2020 until 14 May 2021 with the possibility of permanency.

How to Apply: Please provide a covering Letter, copy of your curriculum vitae and a two page pitch that addresses 'What you Will Do' and the 'Behavioural Capabilities' in the Position Description.

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

Contact Officer: Shane Eccleston (02) 6207 7963 [Shane.Eccleston@act.gov.au](mailto:Shane.Eccleston@act.gov.au)

## **Shared Services**

### **Partnership Services**

## **Service Centre**

### **ACTPS Resourcing Manager**

#### **Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 11884)**

Gazetted: 02 December 2020

Closing Date: 18 December 2020

Details: Can you lead change and manage a team to proactively deliver a seamless employee experience for staff joining the ACT Public Service? Then this could be the position for you.

The Service Centre is looking for ACTPS Resourcing Manager as a Director, the successful candidate will:

- Directly supervise staff and lead a group of teams to deliver exemplary recruitment and onboarding services.
- Proactively plan, advise, and collaborate with key stakeholders on resourcing needs and assist with setting strategic direction and leading change.
- Effectively and efficiently manage operations through strong governance, accountability, and monitoring of customer service outcomes.
- Handle complex cases and provide sound, accurate advice on the relevant frameworks governing these services.
- Represent Shared Services in a wide range of forums and project initiatives.

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

How to Apply: Applicants are asked to provide a two-page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description. Applicants are also asked to provide a current curriculum vitae and the names and contact details of two referees. Please complete the Application Coversheet and submit with your application. Referees will not be contacted without your prior approval.

*Applications should be sent to the Contact Officer.*

Contact Officer: Sara Howell (02) 6207 8391 [sara.howell@act.gov.au](mailto:sara.howell@act.gov.au)

## **Corporate**

### **Corporate Management**

#### **Concierge (Reception) and Administration Officer**

#### **Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 49540, several)**

Gazetted: 30 November 2020

Closing Date: 14 December 2020

Details: Are you a person who is customer-focused, an excellent communicator, organised and enjoys a challenge? We are looking for a positive and friendly person to work in our Concierge team at our new London Circuit, ACT Government City Office Building. This is an exciting opportunity to launch your ACT Public Service career. You'll perform an important role working in a high-performing Concierge team delivering customer service to various ACT Government Directorates and stakeholders.

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

Note: This position does not require a pre-employment medical. This position does not require a Working with Vulnerable People Check. 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 written application of no more than three pages addressing the Selection Criteria.

In a separate document please also provide a current curriculum vitae and contact details of two referees.

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

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

## **Revenue Management Division**

### **Business Systems**

#### **Assistant Director - Support**

#### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 03659)**

Gazetted: 30 November 2020

Closing Date: 3 January 2021

Details: The ACT Revenue Office is seeking an energetic person to join the Business Systems unit in a senior management capacity. This person will take carriage of the production support teams and work with a multi-skilled team, including vendors, that is dynamic, flexible, professional and fun to be with. If you have qualifications in ITIL, Project Management along with a background in finance or accounting - we're keen to meet you.

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

Eligibility/Other Requirements:

Qualifications in finance and/or accounting; ITIL; and / or Project Management are highly desirable.

Notes: This is a temporary position available from January/February 2021 for six months with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 pitch of no more than two pages telling us why you are the right person for the job. Applications should address the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description. Please also provide your curriculum vitae and the contact details of two referees. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Steven Harrison (02) 6205 9393 [steven.harrison@act.gov.au](mailto:steven.harrison@act.gov.au)

## **Shared Services ICT**

### **Technology Services**

#### **Application Services Delivery**

##### **Third Level Support Analyst**

##### **Information Technology Officer Class 2 \$86,547 - \$99,051, Canberra (PN: 33398)**

Gazetted: 30 November 2020

Closing Date: 14 December 2020

Details: Applications Service Delivery (ASD) are seeking an experienced and motivated person to join the Third Level Support team. This role will include high level troubleshooting and root cause analysis of Windows operating systems, Office applications and third-party applications. The individual must have a sound technical understanding of a wide range of Microsoft products including Active Directory, System Centre Configuration Manager, DHCP, Azure and Print Management. The successful candidate will have sound written communication skills including developing and maintaining technical documentation, while liaising with stakeholders and working collaboratively with team members and teams across the organisation.

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

Eligibility/Other Requirements: Current Baseline Security Clearance or ability to obtain and hold a Baseline Security Clearance is mandatory.

Notes: 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.

Apply Now: Please provide a written response to the "What you require" Professional/Technical Skills and Knowledge and Behavioural Capabilities listed in the Position Description, describing experience and claims of suitability, not exceeding two pages. Please also provide a current curriculum vitae.

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

Contact Officer: Miranda Purcell (02) 6207 8456 [Miranda.Purcell@act.gov.au](mailto:Miranda.Purcell@act.gov.au)

## **Revenue Management**

### **Compliance**

#### **Data Analyst**

##### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 49926)**

Gazetted: 01 December 2020

Closing Date: 15 December 2020

Details: We are looking for a talented, capable and driven individual to play a key role to assist in transforming our approach to compliance as we leverage the enhanced analytics and data matching capability being delivered by the Business Intelligence team. Supporting the Chief Data Scientist, the Business Intelligence Analyst will develop specialised reporting and analytics to optimise identification of compliance targets for investigation.

The Business Intelligence Analyst will be expected to be aware of best practice data analysis methodologies, frameworks, and approaches; and possess or have the capacity to develop an understanding of the ACT's taxation regulatory requirements as they affect non-compliance.

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

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 two-page response to the Selection Criteria outlined in the attached Position Description along with a current curriculum vitae.

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

Contact Officer: Rino Ciaccia (02) 6207 5984 rino.ciaccia@act.gov.au

## **Shared Services**

### **Finance Services**

#### **Finance Operations/Accounts Payable**

##### **Senior Finance Officer**

##### **Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 07456, several)**

Gazetted: 01 December 2020

Closing Date: 17 December 2020

Details: Shared Services Finance Operations has several temporary vacancies for a Senior Finance Officer.

In this role you will be responsible for undertaking a range of support services and processing functions in a Finance Operations environment. This may include, raising and issuing invoices/credit notes, receipting, undertaking bank account reconciliations, credit card acquittals, preparation of journals, processing supplier invoices for payment and resolving routine client enquiries in a timely manner.

You will be someone who is committed to high quality customer service principles, have well developed problem solving and analytical skills and have a demonstrated ability to prioritise workloads in order to meet tight deadlines whilst ensuring attention to detail and maintaining high standards of quality.

This position has supervisory duties for direct reports at a junior level. You must have excellent communication skills and work cooperatively within a team environment.

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

Eligibility/Other Requirements: Previous experience in a finance operations or processing environment would be highly regarded.

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

How to Apply: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the "What you will do" and "What you require" sections and submit a personal pitch of no more than two pages.

Your personal pitch should include information that provides evidence of your capabilities against the Professional and Technical Skills and the Behavioural Capabilities and highlights your skills and experience in a finance operations or processing environment. A current curriculum vitae should be provided.

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

Contact Officer: Tash Grant (02) 6205 4066 Tash.Grant@act.gov.au

## **Commercial Services Infrastructure Group**

### **ACT Property Group**

#### **Integrated Facilities Management**

##### **Trades productivity supervisor**

##### **Senior Building Trade \$79,230 - \$84,729, Canberra (PN: 22403)**

Gazetted: 02 December 2020

Closing Date: 18 December 2020

Details: Are you keen to lead a team, to motivate them to achieve their goals? Do you understand what it takes to deliver property maintenance services? Do you like coordinating the delivery of services to ensure those services are delivered on time and to a high standard? This role could be for you!

This role assists in supporting and coordinating a multi-disciplinary group of trades professionals delivering property maintenance services for ACT Government properties. This role has day to day responsibility for overseeing allocation of work, monitoring staff attendance and training, providing professional support and addressing concerns or issues raised by the trade team or customers.

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

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

Eligibility/Other Requirements:

Tertiary/Professional/Trade qualifications in building trades, property or similar

Hold or have the capacity to obtain White Card and Asbestos Awareness

A current driver's licence and own vehicle.

Qualification/s in Property/Facilities Management, Project Management, Work Health and Safety, Procurement, Contract Management are highly desirable.

Notes: This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only

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

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

Please submit the following:

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

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

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

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

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

3. Contact details of at least two referees.

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

Contact Officer: Stuart Peacock (02) 6213 0712 [Stuart.Peacock@act.gov.au](mailto:Stuart.Peacock@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**

### **SSICT Customer Engagement**

#### **CMTEDD and PATOCS ICT**

#### **Application Support Officer**

**Information Technology Officer Class 2 \$86,547 - \$99,051, Canberra (PN: 01249)**

Gazetted: 02 December 2020

Closing Date: 3 January 2021

Details:

Do you have experience in supporting a wide range of ICT business systems?

Are you a fixer and enjoy solving problems?

Can you work with a diverse range of stakeholders from technical teams to business users to deliver effective customer service?

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) ICT team are seeking a motivated individual with a broad range of technical and customer communication skills to support a variety of ICT business applications. As an Application Support Officer, you will provide technical support, problem resolution, change management, system administration, project support as well as participate in business processes improvement.

The position provides you with the opportunity for developing skills to support a range of business systems and

drive the process of continual improvement and innovation. This position is embedded in a business environment supporting a range of government services and business units.

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

**Eligibility/Other Requirements:**

Current Baseline Security Clearance or ability to obtain and hold a Baseline Security Clearance is mandatory.

Notes: This is a temporary position available from 4 February 2021 for a period of 12 months with the possibility of permanency. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020.

Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

**How to Apply:** Please provide a curriculum vitae and a two – page pitch outlining your ability to meet the “What you will do” section of the Position Description. Use the “What you will require” section to help you outline your skill set, experience, and capability to do the job.

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

Contact Officer: Paul Wilson (02) 6205 9967 [Paul.Wilson@act.gov.au](mailto:Paul.Wilson@act.gov.au)

## **Revenue Management**

### **Compliance**

#### **Test Analyst**

#### **Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 42421)**

Gazetted: 27 November 2020

Closing Date: 11 December 2020

Details: We are looking for a talented, capable and driven individual to play a key role to assist in transforming our approach to compliance as we leverage the enhanced analytics and data matching capability being delivered by the Business Intelligence team. The Business Intelligence Test Analyst will help quality assure data extracts, reporting and other Business Intelligence solutions that support identification of compliance targets for investigation. We are looking for a data literate person with a basic understanding of the tools and methodologies used in data analytics and an ability to apply these to tax compliance and administration. To be a strong contender for this role you will be able to understand and manipulate various data sets, compare and contrast with operational systems and identify issues, as well as communicate findings with stakeholders.

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

**How to Apply:** Please provide a curriculum vitae and a two page response to the Selection Criteria

*Applications should be submitted via the Apply Now button below*

Contact Officer: Rino Ciaccia (02) 6207 5984 [Rino.Ciaccia@act.gov.au](mailto:Rino.Ciaccia@act.gov.au)

## **City Renewal Authority**

**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](mailto:jobs@act.gov.au)**

### **City Renewal Authority**

#### **Communications and Engagement**

##### **Communications Officer**

#### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 37998)**

Gazetted: 02 December 2020

Closing Date: 9 December 2020

Details: Do you love all things digital communications? Enjoy writing creative content across a variety of channels? We at the City Renewal Authority want to hear from you!

We're looking for a Communications Officer to work in the Communications and Engagement team at the City Renewal Authority. Working to the Director, Communications and Engagement, you will be delivering social media campaigns and activities, managing the City Renewal Authority website and newsletter, producing and editing material for internal and external publication and assisting with community engagement activities to create opportunities for the wider community to be informed and involved in the city centre's renewal.

Your demonstrated ability to create engaging digital and traditional communication materials, excellent written and oral communication skills, love of working in a team and good attention to detail and accuracy makes you the perfect applicant for this position.

**Eligibility/Other Requirements:** A degree or formal qualification in communications, marketing, community engagement, public relations or journalism would be highly desirable.

**Notes:** This is a temporary position available from 04 January 2021 until 05 February 2021 with the possibility of extension up to six months. An order of merit will be established from this process and may be used to fill future identical vacancies over the next 12 months. Selection for this recruitment may be based on application and referee reports only.

**How to Apply:** Please submit a one-page pitch addressing the Selection Criteria outlined in the attached Position Description and your suitability for the role, a current curriculum vitae and contact details of two referees.

*Applications should be sent to the Contact Officer.*

Contact Officer: Jennifer Ramsay (02) 6205 7164 [Jennifer.Ramsay@act.gov.au](mailto:Jennifer.Ramsay@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](mailto:jobs@act.gov.au)**

#### **Executive Group Manager, Corporate Services**

**Temporary Vacancy (4 January 2021 to 25 January 2021)**

**Community Services Directorate**

**Corporate Services**

**Position: E632**

**(Remuneration equivalent to Executive Level 2.4)**

Circulated to: ACTPS Senior Executive List

Date circulated: 30 November 2020

The Community Services Directorate (CSD) is seeking expressions of interest for an experienced Senior Executive to fill the role of Executive Group Manager, Corporate Services, commencing 4 January 2021 to 25 January 2021. The Executive Group Manager, Corporate Services is responsible for the provision of advice and support services to the Community Services Directorate, Senior Executives and Ministers.

On a day-to-day basis, the group is responsible for the financial services, audit and risk management, people management, industrial relations, workforce development, media and communications, fleet and facilities management.

**Eligibility/Other requirements:** The Executive Group Manager should have a proven record in the financial management of a large human services organisation or large scale business reforms, as well as social economics, community sector reform and development, business and project planning and management and effective, values based leadership.

**To apply:** To apply, please email your one-page pitch to [robyn.calder@act.gov.au](mailto:robyn.calder@act.gov.au) along with your curriculum vitae and contact details for at least two referees COB Monday 7 December 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 \$327,547 - \$340,747 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$264,006.

Contact Officer: Robyn Calder (02) 6205 0688 [robyn.calder@act.gov.au](mailto:robyn.calder@act.gov.au)



**Executive Branch Manager, Infrastructure and Contracts, Housing ACT  
Temporary Vacancy (4/1/2021 – 25/1/2021)**

**Community Services Directorate**

**Housing ACT**

**Position: E1062**

**(Remuneration equivalent to Executive Level 1.4)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 26 November 2020

An exciting backfill opportunity exists to lead the Executive functions of Infrastructure and Contracts, Housing ACT in accordance with the priorities of the ACT Government and the ACT Public Service values and behaviours.

Housing ACT is committed to excellence and the highest ethical standards in dealing with clients and other stakeholders. The principles most highly valued by the organisation are problem solving, empathy, teamwork, professionalism and leadership. Housing ACT provides public housing and rental assistance to clients and aims to be an innovative and effective social housing provider, responsive to the needs of its clients.

This role will work closely, and collaborate, with Executive Branch Manager Policy and Business Transformation and Executive Branch Manager Client Services to ensure asset and contract management are closely aligned to current and emerging client requirements. In addition to agency and broader government stakeholders, it is expected that the Executive Branch Manager will lead and demonstrate collaborative and influential relationships with local design, construction and maintenance industries.

To be successful in this role, you will have a proven record, as well as demonstrable skills, in management, community sector reform and development, business and project planning and management and effective leadership.

To apply: Please email your one-page expression of interest to [catherine.loft@act.gov.au](mailto:catherine.loft@act.gov.au) along with your curriculum vitae and contact details for at least two referees by COB Wednesday 2 December 2020.

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

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

Contact Officer: Catherine Loft (02) 6207 4592 [catherine.loft@act.gov.au](mailto:catherine.loft@act.gov.au)

**Corporate Services**

**Senior Director, Workforce Transformation**

**Senior Officer Grade A \$148,991, Canberra (PN: 44526)**

Gazetted: 01 December 2020

Closing Date: 15 December 2020

Details: Corporate Services is seeking to fill the temporary position of Senior Director, Workforce Transformation who will report to the Executive Group Manager, Corporate Services.

The position leads the program of work to support the Directorate to transition into the new Civic office building, and to an Activity Based Work (ABW) environment.

The successful applicant will be able to inspire, energise and positively influence across the organisation, working with divisions to prepare and support their move and new ways of working. They will also have high level communication and organisational skills, together with the ability to lead, motivate and support their team.

Notes: This is a temporary position from 18 December 2020 until 30 April 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.

How to Apply: If you are interested in the role, please submit a maximum of two pages addressing the Selection Criteria, along with your curriculum vitae including referees.

*Applications should be sent to the Contact Officer.*

Contact Officer: Hayley McLaren (02) 6205 0162 [Hayley.McLaren@act.gov.au](mailto:Hayley.McLaren@act.gov.au)

**Housing ACT**

**Infrastructure and Contracts**

**Portfolio Planning and Alignment**

**Senior Project Officer**

**Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 49159)**



Gazetted: 30 November 2020

Closing Date: 7 December 2020

Details: The Senior Project Officer is responsible for managing various portfolio, programs and project management-based duties to support the implementation of the ACT Housing Strategy: Growing and Renewing Public Housing.

It supports the Assistant Director, Portfolio Planning and Engagement, in undertaking portfolio analysis and preparation of divestment/redevelopment strategies, and program monitoring and reporting.

The position works closely with various teams throughout Housing ACT to consult and share information, including providing secretariat duties for several cross-branch panels and meetings.

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

How to Apply: Please provide a written response to the Selection Criteria limiting the individual response to each criterion to 300 words. Please also submit a current curriculum vitae.

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

Contact Officer: Taylor Beaton (02) 6207 2411 Taylor.Beaton@act.gov.au

## **Housing ACT**

### **Client Services**

### **Gateway Services**

### **Tenant Relocation Support**

### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 49714)**

Gazetted: 30 November 2020

Closing Date: 14 December 2020

Details: An exciting opportunity is available to be part of the Growth and Renewal Program as a Tenant Relocation Support Officer. The Growth and Renewal Program supports the work of the Housing ACT Strategy and its goal to strengthen social housing assistance by increasing the supply of quality public housing to the Canberra community. It aims to deliver the right mix of homes across Canberra and create a diverse portfolio to provide more choice for those in need of housing assistance.

The occupant of this position will work closely with and support public housing tenants to relocate from identified sites. The successful applicant will need to demonstrate a knowledge and understanding of the role public housing has in the community, a proven ability to work independently and as part of a team in a busy operational environment and have excellent interpersonal, organisational and communication skills. Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

Current driver's licence.

Experience in using a range of IT business and office applications.

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

Desirable:

Qualifications in Social Housing and Homelessness or relevant studies.

How to Apply: Please submit your application addressing the Selection Criteria, no more than 350 words per criteria, the names of at least two referees and your current curriculum vitae.

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

Contact Officer: Asifa Ahmad (02) 6205 8556 asifa.ahmad@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.

## **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](mailto:jobs@act.gov.au)**

**School Performance and Improvement**

**Tuggeranong Network**

**Taylor Primary School**

**Early Childhood and Preschool Learning Support Assistant**

**School Assistant 3 \$55,354 - \$59,575, Canberra (PN: 39335)**

Gazetted: 30 November 2020

Closing Date: 14 December 2020

Details: Taylor Primary School is seeking an educator who is passionate about working in early childhood education, specifically in the preschool environment.

The successful applicant will demonstrate enthusiasm for the pedagogical approach taken at Taylor Primary School. Knowledge or willingness to learn and implement practices that reflect an inquiry mindset and concepts of co-construction and student agency is fundamental in this role. We believe in children experiencing learning that fosters the dispositions of creativity, compassion, curiosity and confidence are essential.

The ability to demonstrate responsiveness to the needs of all children is essential, as well as collaboration with preschool educators and all staff to form a dynamic and innovative early childhood team.

The successful applicant will join a united school team with an embedded professional learning culture that is highly collaborative, supported by instructional leaders and educators who are all committed to the school vision and pedagogical approach at Taylor Primary School.

Note: This is a temporary position available from 26 January 2021 for six months with possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit two page response to the Selection Criteria with reference to the elements included in the job description along with a current curriculum vitae.

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

Contact Officer: Annie McAppion (02) 6142 3000 [Annie.McAppion@ed.act.edu.au](mailto:Annie.McAppion@ed.act.edu.au)

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

**School Performance and Improvement**

**Belconnen Network**

**Kingsford Smith School**

**Inclusion Support Coordinator - Primary**

**School Leader C \$126,542, Canberra (PN: 15881)**

Gazetted: 26 November 2020

Closing Date: 10 December 2020

Details: Kingsford Smith School is a P-10 school that operates as Professional Learning Community (PLC). The school is seeking a dynamic school leader with high level pedagogy and curriculum leadership skills. The successful applicant will:

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

Provide leadership and support for a teaching team to deliver a high quality program in accordance relevant learning frameworks

Support staff to differentiate learning for students with a disability within an inclusive school environment including leadership and supervision of the Inclusion Support Program and Learning Support Assistants

Support student social and emotional learning including leading SEL programs and liaising with community organisations to support the development of students learning

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

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

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

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

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

## **School Performance and Improvement**

### **Tuggeranong Network**

#### **Fadden Primary School**

##### **Business Manager**

##### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 00563)**

Gazetted: 26 November 2020

Closing Date: 3 December 2020

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

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

An ability to think critically will be vital in providing informed advice to the Principal to minimise risks, ensure compliance, to strategically ensure the most effective use of resources and to offer advice and solutions for business operations including identifying issues and following established protocols. Excellent communication and customer service skills will be essential. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe, happy and positive environment where students love to learn. They provide valuable, enabling support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes. Responsibility for leading, mentoring and managing the non-teaching support staff of the school also falls within the expectations of this role. Fadden Primary School is located in the family friendly suburb of Fadden and caters for students in preschool to year 6 from the Fadden and MacArthur suburbs. The school has approximately 320 students enrolled and 37 staff members. The school is made up of 14 classes and a Learning Support Unit - Autism, and strives to provide an inclusive and supportive environment for its students and families, in a learning environment which promotes a love of learning and empowers learners to be tomorrow's active citizens.

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

Desirable:

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

Note: This is a temporary position available for 22 January 2021 until 28 May 2021 with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

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

Contact Officer: Jo Jefferson (02) 6205 6011 Jo.Jefferson@ed.act.edu.au

## **School Performance and Improvement**

### **North Gungahlin**

#### **Campbell Primary School**

##### **Business Manager - Campbell Primary School**

##### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 35553)**

Gazetted: 26 November 2020

Closing Date: 2 December 2020

Details: Campbell Primary School is seeking applications to fill the temporary Business Manager vacancy. The Business Manager will manage the business of the school relating to Finance, Human Resource (HR), Building and Grounds, Risk and Compliance Management. The ideal applicant will have demonstrated high level management skills; ability to communicate effectively with all stakeholders ensuring high quality customer service is delivered. The position is required to liaise and support the Principal to ensure continuity in the delivery of key programs across the school. Participate as a member of the executive team, respond to, interpret and provide strategic reporting data and analysis to both the principal and school board. Further duties include supervision responsibility for administrative officers engaged in various designated roles and assist each with personal performance and professional development. This position requires a high understanding of financial and HR management, computer systems and an understanding of the school environment.

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

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: [worksafe.act.gov.au/health\\_safety](https://worksafe.act.gov.au/health_safety).

Desirable

Working Knowledge of the MAZE/SAS management systems.

Note: This is a temporary position available from 27 January 2021 up until 27 January 2022 with the possibility of permanency. Applicants are strongly encouraged to contact the Principal for further information regarding this position.

How to Apply: Please submit a current curriculum vitae including current referee contacts and a two-page response to the Selection Criteria responding to:

Ability to supervise staff, prioritise workloads and support the provision of excellent customer service.

Strong organisation, administrative skills and ability to achieve results.

Ability to prepare and manage financial resources including empowering school requirements accurately and efficiently, according to directorate policies and procedures and provide advice on budgetary and building management matters.

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

Contact Officer: Paula Kinsman (02) 6142 3579 [paula.kinsman@ed.act.edu.au](mailto:paula.kinsman@ed.act.edu.au)

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

## **School Performance and Improvement**

### **Belconnen Network**

#### **Evatt Primary School**

##### **Building Service Officer 3**

##### **Building Service Officer 3 \$69,594 - \$73,540, Canberra (PN: 01533)**

Gazetted: 26 November 2020

Closing Date: 10 December 2020

Details: Evatt Primary School is seeking an experienced officer for the position of Building Services Officer (BSO). The successful applicant will be responsible for maintaining school buildings and grounds in a clean and tidy condition with a regard to health and safety and security hazards; complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements.

The successful applicant should demonstrate a willingness to work with the school community and outside partnerships to achieve initiatives and programs that align with the schools vision and establishment plan. The successful applicant will demonstrate a commitment to sustainable practices and a love of working with children and community.

Eligibility/Other requirements:

knowledge of digital technology systems, hardware, horticulture and sustainability is highly desirable.

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

Mandatory Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to:

[http://www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety).

An industry recognised qualification in trade skills or equivalent work experience; and a current First Aid Certificate is desirable.

Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment, for example: Working at Heights and Sharps training.

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

How to Apply: please submit a one-page Expression of Interest detailing your experiences, skill sets and reason for applying. Please also submit a current curriculum vitae.

All applicants are advised to contact the Contact Officer prior to applying.

*Application should be submitted via the Apply Now button below.*

Contact Officer: Jamal See (02) 6142 1641 [Jamal.See@ed.act.edu.au](mailto:Jamal.See@ed.act.edu.au)

## **Service Design and Delivery**

### **Digital Strategy, Services and Transformation**

#### **Digital Content Specialist**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 44261)**

Gazetted: 26 November 2020

Closing Date: 1 December 2020

Details: Digital Strategy, Services and Transformation (DSST) Branch is looking for a highly creative and innovative Graphic Designer to join our Communications team. The successful applicant will be responsible for producing creative and innovative design products to support communication strategies and campaigns for the Branch.

Eligibility/Other Requirements:

Highly Desirable

A minimum of two years' graphic design experience working with large organisations in a fast-paced environment. Tertiary qualifications in graphic design is preferred.

Extensive experience working with a range of software packages including Adobe Creative Suite and Microsoft Office.

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

How to Apply: Please provide a two-page pitch responding to the Selection Criteria, a current curriculum vitae including contact details of two referees and a portfolio of your recent creative work.

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

Contact Officer: Rebecca Bray (02) 6207 6341 [rebecca.bray@act.gov.au](mailto:rebecca.bray@act.gov.au)

## **Business Services Division**

### **Strategic Finance and Procurement**

#### **Internal Budgets and Reporting**

#### **Finance Officer/Finance Business Partner**

#### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 00020)**

Gazetted: 27 November 2020

Closing Date: 11 December 2020

Details: The Education Directorate is seeking applications from self-motivated accounting professionals with experience in the preparation of financial and management accounting reports for internal and external stakeholders and assisting with preparing internal budgets and external budget development.

The successful applicant will also be required to analyse trends in financial operations and provide advice to senior officers as well as undertake ad hoc and special projects as required. Well-developed organisational skills as well as the ability to work under pressure is required. The Finance Officer/Finance Business Partner will be the key contact person for all resourcing and planning for designated line areas in the Education Directorate, as well as the key contact person for Accounts Payable Invoice Automation System (APIAS) and the AMEX Business Travel Account. For more details on this position, please refer to the Position Description.

Eligibility/Other Requirements:

This position requires:

Previous experience in a finance related role.

Experience in using Microsoft Office suite applications, with intermediate excel skills and have the ability of performing basic formulas.

High level of customer service, with consistently clear oral and written communication skills.

High level of organisation skills and ability to work under pressure.

Highly Desirable:

A degree level qualification (or progression towards) in accounting or relevant experience in a commensurate finance officer role.

Membership/progression towards ICAANZ or CPA.

Knowledge and experience in the use of ACT Governments financial systems (e.g. Oracle, Web and Excel TM1, APIAS, etc.).

Note: This is a temporary position available immediately until the 1 March 2020 with a possibility of permanency. This position will be moving to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Potential candidates should submit a two-page pitch supporting the Position Description, outlining experience, ability and what you would bring to the role based on the Position Description. The pitch should also address the candidates claims against the Selection Criteria.

Please also include:

A current curriculum vitae.

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

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

Contact Officer: Emelia Kayser (02) 6207 8378 [Emelia.Kayser@act.gov.au](mailto:Emelia.Kayser@act.gov.au)

## **School Performance and Improvement**

### **South and Western Network**

#### **Evelyn Scott School**

##### **Enrolment Officer**

##### **Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 49591)**

Gazetted: 26 November 2020

Closing Date: 3 December 2020

Details: This is an exciting opportunity to be part of establishing the ACT Education Directorate's 90th school in the Molonglo Valley.

Evelyn Scott School is seeking an experienced, energetic, organised, and self-motivated officer to undertake the duties of Enrolments Officer. Under limited supervision the successful applicant will plan, prioritise, coordinate, and manage student enrolments, records management and provide administrative support to the school principal as part of the front office administrative team. The successful applicant will have strong, quality customer service and project skills, and be proficient in the use of a variety of computer programs that assist updating the school's webpage, databases, and other records management systems; and contribute to work area planning and decision making in support of successful school outcomes and business improvement.

If you would like to be part of establishing a warm, caring, and diverse community then we have a place on our team for you.

**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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Highly Desirable.

First Aid Certificate or a willingness to undertake appropriate training.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Dale 0435 132 571 [emma.dale@ed.act.edu.au](mailto:emma.dale@ed.act.edu.au)

**School Performance and Improvement**

**Belconnen Network**

**Mount Rogers Primary School**

**Staffing Assistant**

**School Assistant 3 \$55,354 - \$59,575, Canberra (PN: 49993)**

Gazetted: 27 November 2020

Closing Date: 11 December 2020

Details: Mount Rogers is a Preschool to Year 6 school situated in the Belconnen region of Canberra with an enrolment of 598. We are seeking an efficient and motivated person to be responsible for the booking and engagement of day to day relief staff to cover classes and programs using the Directorate online system. The successful applicant will be responsible for records management and related matters including the induction processes for relief staff. A proven ability to manage outcomes within tight time frames, demonstrate high levels of communication and organisation and the ability to problem solve are essential. The successful applicant will work closely with the Executive Team and the Business Manager.

Eligibility/Other requirements: Prior to commencing in this role, a current registration issued under the working With Vulnerable People (Background Checking) Act 2011 will be required. For further information on Working with Vulnerable People registration refer to [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

How to Apply: Interested applicants are asked to provide a current curriculum vitae, and responses to the Selection Criteria outlined in the attached position description.

Please provide two written referee reports against the selection criteria.

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

Contact Officer: Jenny McNaught (02) 614 22750 [Jenny.McNaught@ed.act.edu.au](mailto:Jenny.McNaught@ed.act.edu.au)

**School Performance and Improvement**

**North and Gungahlin**

**Turner School**

**Building Service Officer**

**General Service Officer Level 8 \$69,594 - \$73,540, Canberra (PN: 44372)**

Gazetted: 30 November 2020

Closing Date: 7 December 2020

Details: Turner School is looking for an enthusiastic and energetic person to become a member of Turner School staff. They will be required to maintain the school buildings and grounds in a clean and tidy condition with regards to safety and security for all stakeholders.

Eligibility/Other Requirements:

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

Mandatory Asbestos Awareness Training.

A pre-employment medical clearance is required prior to commencement.



Desirable:

An industry recognised trade qualification or equivalent work experience.

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: Along with a current curriculum vitae, please submit two pages addressing the Selection Criteria, detailing your experiences, skill sets and reason for applying. All applicants are advised to contact the Contact Officer prior to applying.

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

Contact Officer: Deborah Parr (02) 6142 2432 [deborah.parr@ed.act.edu.au](mailto:deborah.parr@ed.act.edu.au)

## **School Performance and Improvement**

### **Belconnen Network**

#### **Latham Primary School**

##### **Executive Teacher**

##### **School Leader C \$126,542, Canberra (PN: 19474)**

Gazetted: 02 December 2020

Closing Date: 9 December 2020

Details: Latham Primary School is a Preschool to Year 6 School situated in the Belconnen region of Canberra with an enrolment of 368 children. Our priority is to focus on high quality teaching and learning with an emphasis on the delivery of high-quality literacy, numeracy, and inquiry practices. Latham Primary School is seeking a dynamic School Leader C (SLC) to support the Principal to develop and achieve school strategic priorities and goals. This position requires an innovative educator with demonstrated experience in early childhood education and leading and building collaborative, solutions focussed teams with a deep understanding of the Early Years Learning Framework and the Australian Curriculum.

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

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

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

Contact Officer: Lyndall Read (02) 6142 0020 [lyndall.read@ed.act.edu.au](mailto:lyndall.read@ed.act.edu.au)

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

## **Business Services**

### **People and Performance**

#### **Executive Officer**

##### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 42216)**

Gazetted: 01 December 2020

Closing Date: 15 December 2020

Details: The Executive Officer (EO) is responsible for providing high-level executive support to the Executive Branch Manager, People and Performance. This position manages and coordinates ministerial and government business functions for the People and Performance Branch and provides strategic support and advice to the senior leadership team and sections in the Branch.

This position will involve using your knowledge and skills to provide executive support in a high-pressure working environment. Under broad direction, the ESO will play a key role in supporting the Executive Branch Manager and operations of the Office.

The role requires a self-motivated, detail orientated person with strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve deadlines in an environment of competing priorities.



The Executive Officer provides high level strategic, operational and administrative support to the Executive Branch Manager, People and Performance (EBM) and the branch Senior Leadership Team.

#### Duties

In accordance with Directorate Policies, the Executive Officer supports the EBM to be as effective and efficient as possible by:

Providing high level operational and administrative support to the CDO, and the OCDO more broadly, in a dynamic and fast paced environment. Specific duties include:

Comprehensive diary management requiring the ability to multi-task competing priorities and being proactive in diary planning;

Strategic and sensitive management of access to the EBM, including managing incoming calls and visitors to the EBM and the EBM Office more broadly;

Executive email management, prioritising and categorising emails, coordinating responses, managing due dates and delegating actions;

Ensuring the EBM is well prepared for meetings, including preparation of meeting documents and organising briefings as required;

Prepare, draft or coordinate high-quality briefings materials, communications and/or correspondence, including detailed or sensitive information requests;

Manage and coordinate the senior executive recruitment actions for the Directorate;

Arranging travel and accommodation, reconciliation of credit cards and fringe benefits tax; and

Arranging payment of Office accounts, including coordination of monthly reconciliations and end of financial year reporting, and assisting with the preparation of the annual budget.

Establishing strong stakeholder relationships with an emphasis on customer service. Liaising with multiple internal and external stakeholders in a responsive and professional way.

Providing secretariat and other support as required, including preparation of agendas and minute taking with attention to detail.

Undertaking other duties appropriate to this level of classification which contribute to the operation of the Branch and the Directorate.

Eligibility/Other Requirements: Previous experience in providing high-level support to a senior executive would be desirable.

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

How to Apply: Applicants are requested to provide a copy of their curriculum vitae and responses to the Selection Criteria of no more than two pages.

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

Contact Officer: Kristine Reyes (02) 6205 9145 Kristine.Reyes@act.gov.au

#### **Service Design and Delivery**

##### **Universal School Support**

##### **Service and Stakeholder Delivery**

##### **Director, Universal School Support**

##### **Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 40276)**

Gazetted: 01 December 2020

Closing Date: 15 December 2020

Details: Universal School Support are looking for a highly motivated and capable leader to be part of its' operational team. The successful applicant will have proven leadership skills, strong written and communication skills and a deep understanding of ACT Government business including policy development, contract management and procurement. The Section covers a wide portfolio which includes curriculum, languages, EAL/D, Vocational Education and Training in Schools, and Careers and Transitions, and the management of a range of contracts and policy areas. The successful applicant will be responsible for providing leadership to the section and across the Branch, including managing human and financial resources, determining priorities and exercising delegations.

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

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

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

Contact Officer: Martin Hine (02) 6205 4685 [martin.hine@ed.act.edu.au](mailto:martin.hine@ed.act.edu.au)

### **School Performance and Improvement**

#### **North and Gungahlin Network**

##### **Ngunnawal Primary School**

##### **Learning Support Assistant**

##### **School Assistant 2/3 \$48,856 - \$59,575, Canberra (PN: 48234, Several)**

Gazetted: 01 December 2020

Closing Date: 15 December 2020

Details: Ngunnawal Primary School is seeking motivated Learning Support Assistants to join our team. The successful applicants will possess a proven ability to work independently and as part of a team to provide educational support to our students.

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 a disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. The ACT Public Service is a values-based organisation where all employees are expected to embody the prescribed core values of Respect, Integrity, Collaboration and Innovation.

Eligibility/Other Requirements:

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

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

How to Apply: Please provide a written response addressing the Selection Criteria. Please also provide a curriculum vitae, two referee reports and a copy of your WWVP card.

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

Contact Officer: Karrina Patterson (02) 6142 1500 [Karrina.Patterson@ed.act.edu.au](mailto:Karrina.Patterson@ed.act.edu.au)

### **School Performance and Improvement**

#### **Tuggeranong Network**

##### **Gordon Primary School**

##### **Executive Teacher**

##### **School Leader C \$126,542, Canberra (PN: 32602, Several)**

Gazetted: 02 December 2020

Closing Date: 9 December 2020

Details: Gordon Primary School is seeking to fill the role of School Leader C. The successful applicants will work in collaboration with the Principal and the Executive Team; provide leadership and management, coaching, mentoring and supervision to designated flexible teams and sub-teams (Professional Learning Communities – PLCs). Promote continuous improvement by assisting in leading implementation of the Gordon Action Plan, the ACT Education Directorate Strategic Plan and priorities of the Tuggeranong Network. Assist with the development and the implementation of school-wide educational and organisational policies, procedures, programs and activities including Spirals of Inquiry based on data gathering, analysis and systematic action planning. Provide leadership in implementing the Australian Curriculum including; the development of integrated units, based on the Learning by Design model, student wellbeing initiatives based on the Choice Theory and the Quality School (Glasser) ethos as well as Positive Behaviours for Learning (PBL), the Quality Teaching model, Kagan Cooperative Learning, implementation of school endorsed literacy and numeracy approaches, personalized learning and Response to Instruction (RTI) and implementation of the Australian Digital Literacy Curriculum. Provide support to staff re quality teaching strategies, classroom management, student management and welfare. Facilitate rigorous and intentional collaborative planning, teamwork and continuous improvement based on Gordon Primary School norms and processes. Promote positive school and community relations, parent involvement and liaison with

other sectors and schools within the Lanyon Cluster, Tuggeranong Network, the ACT Education Directorate and the ACT in general and teach an appropriate load and undertake teaching tasks and other duties.

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

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

Contact Officer: Murray Bruce (02) 6142 2530 [Murray.Bruce@ed.act.edu.au](mailto:Murray.Bruce@ed.act.edu.au)

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

## **School Performance and Improvement**

### **Belconnen Network**

#### **Hawker College**

#### **Network VET Manager**

#### **Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 48291)**

Gazetted: 01 December 2020

Closing Date: 9 December 2020

Details: Belconnen Training RTO is seeking an experienced and dynamic RTO Manager. The Belconnen Training VET Manager will advise and support the CEO, providing strategic and day to day leadership in all matters associated with the operations of the RTO. Management of all aspects of compliance in collaboration with key staff in the Belconnen Network of Schools is an essential element of this position.

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 deep understanding of ACT educational process, Vocational Education and Training (VET) perspectives, National Standards for Registered Training Organisations (RTOs) and Australian Skills Quality Authority (ASQA) processes is required.

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

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

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

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

Contact Officer: Andy Mison (02) 6142 0355 [Andy.Mison@ed.act.edu.au](mailto:Andy.Mison@ed.act.edu.au)

## **Service Design & Delivery**

### **Universal School Support**

#### **UNIVERSAL SCHOOL SUPPORT P-12 SERVICE AND STAKEHOLDER DELIVERY**

#### **School Leader A - Universal School Support**

#### **School Leader A 1 \$168,315, Canberra (PN: 45296)**

Gazetted: 02 December 2020

Closing Date: 18 December 2020

Details: Universal School Support branch is looking for an exceptional School Leader to lead a strategic and operationally focused team in the delivery of universal strategies. This will include professional learning support with a strong focus on VET, transitions, and career pathways for students. The successful applicant will have a

deep knowledge and understanding of the VET sector and a focus on program development, stakeholder relations, exemplary management as well as excellent communication and interpersonal skills.

**Eligibility/Other Requirements:** A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility to obtain). Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

**How to Apply:** If you are interested in this position please send your curriculum vitae (two pages) including at least two referees and statement of claims (no longer than five pages) addressing the five Leadership Capabilities. In your application, we want to learn about the impact your leadership has had on improving outcomes for students, and what makes you the best person for this position.

Please email [SDDrecruitment@act.gov.au](mailto:SDDrecruitment@act.gov.au) if you wish to arrange a time to speak to the panel chair.

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

Contact Officer: Amie Corrigan [SDDrecruitment@act.gov.au](mailto:SDDrecruitment@act.gov.au)

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

## **School Improvement and Performance**

### **North Gungahlin Network**

#### **Lyneham High School**

#### **Executive Teacher - Mathematics**

#### **School Leader C \$126,542, Canberra (PN: 02631)**

Gazetted: 27 November 2020

Closing Date: 11 December 2020

**Details:** Lyneham High School is a 7–10 High School of 1080 students and over 110 staff members. The school is seeking a dynamic and motivated School Leader who will lead and manage the Mathematics Faculty, the whole school Numeracy Program and undertake the role of a Year Group Executive Teacher. The successful applicant will be an instructional leader who builds strong, respectful, and productive relationships with all members of the school community and provides strategic leadership to support and implement school programs and initiatives.

#### **Job Description:**

- Work as an effective member of the school's leadership team, supporting the Senior Executive to achieve whole school priorities and goals and implement the school's annual Action Plan.
- Lead and manage the Mathematics Faculty, including the development and effective delivery of curriculum, pedagogy, and assessment.
- Lead and manage collaborative Professional Learning Teams (PLTs) with a focus on high expectations for all students and evidence-based practices that deliver improved student learning outcomes.
- Lead and manage the Numeracy Program, supporting the team to implement a result driven approach that leads to improved student numeracy outcomes.
- Undertake a key leadership role in the Student Services Team.
- Lead, support and supervise staff to deliver creative and innovative programs and initiatives that provide enrichment opportunities for all students.
- Assist in shaping the positive image of the school in the broader community and ensure that the school values of Care, Quality and Creativity are embedded in school culture and practice.
- Undertake an appropriate teaching load and other duties as determined by the Principal.

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Note:** This is a temporary position available from 27 January 2021 until 26 January 2023.

**How to Apply:** Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the Position Description (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rob Emanuel (02) 6142 1176 [rob.emanuel@ed.act.edu.au](mailto:rob.emanuel@ed.act.edu.au)

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

### **Environment, Planning and Sustainable Development**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Environment**

##### **ACT Parks and Conservation Service**

##### **Tidbinbilla Nature Reserve**

##### **Conservation Wildlife Officer**

##### **Technical Officer Level 1 \$59,329 - \$62,203, Canberra (PN: 28870, several)**

Gazetted: 01 December 2020

Closing Date: 8 December 2020

Details: Tidbinbilla Nature Reserve's Threatened Species Program focuses on the conservation and recovery of threatened species through innovative breeding programs, conservation research, and education. The person selected for this position will join the wildlife team at Tidbinbilla Nature Reserve and provide support to the broader functions of the reserve which include public education and recreation. Primary duties include, daily husbandry and observation of captive animals, maintenance of animal enclosures and predator-proof fences, and other duties as required, for example population surveys using techniques such as mark-recapture and camera monitoring. A high degree of professionalism, self-motivation and teamwork skills are key requirements for this position.

Eligibility/Other Requirements:

Tertiary qualifications in the field of environmental management, wildlife biology or ecology is desirable.

Current manual driver's licence.

Preparedness to wear a uniform.

Preparedness to work a shift roster, weekends, and public holidays

Ability and willingness to undertake after hours and incident management duties, including night-time trapping, participation in fire standby roster, and search and rescue operations.

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

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

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

Contact Officer: Sarah May (02) 6207 3695 [saraha.may@act.gov.au](mailto:saraha.may@act.gov.au)

#### **Environment**

##### **Parks and Conservation Service**

##### **Parks and Partnerships**

##### **Director - Offsets Planning, Monitoring and Research**

##### **Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 34862)**

Gazetted: 30 November 2020

Closing Date: 16 December 2020

Details: As a Director we are seeking a highly motivated self-driven senior officer to oversee a team of ecologists and planners tasked with planning for the establishment and management of new reserves that include environmental offsets commitment. The position provides strategic conservation planning advice, coordinates the development of offsets management plans and oversees our monitoring and research commitments for a diverse range of environmental offsets across the Territory

The position sits within the ACT Parks and Conservation Service (PCS) which is responsible for the sustainable management of our national parks, nature reserves and commercial softwood forests including management of

Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Murrumbidgee River Corridor, Molonglo River Park, Googong Foreshores, water catchment areas and commercial pine plantations.

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

**Eligibility/Other Requirements:**

Relevant Tertiary qualifications in Natural and Cultural Resource Management is highly desirable.

Applicants must be willing and physically capable to undertake incident management duties, including participation in fire standby, fire suppression and fire training.

**Notes:** 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 may be worked at locations designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

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

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

Contact Officer: Stuart Jeffress 0428 100 183 [Stuart.Jeffress@act.gov.au](mailto:Stuart.Jeffress@act.gov.au)

## **Environment**

### **Parks and Conservation Service**

#### **Fire Management**

##### **Senior Field Officer, Fire Management**

**General Service Officer Level 7 \$64,220 - \$67,817, Canberra (PN: 20115, several)**

Gazetted: 26 November 2020

Closing Date: 10 December 2020

**Details:** These positions sit within the Fire, Forestry and Roads Section (FFR) within the ACT Parks and Conservation Service (PCS). The section is responsible for the planning and delivery of bushfire mitigation and preparedness activities across 80% of the land in the ACT covering EPSDD and Transport Canberra and City Services (TCCS) managed land. The section is also responsible for the management of the ACT fire trail network on public lands and commercial forestry operations. An essential and expanding part of the work undertaken by the FFR unit is the incorporation across the landscape of both Ngunnawal cultural burning and ecological burning.

A number of temporary opportunities exist for suitably skilled and motivated applicants to join our fire management team.

The successful applicant will be a motivated leader with experience in bushfire management in a land management context.

This position is classified as "Fire Trained Employee" under the ACT Infrastructure Services Enterprise Agreement 2018-2021. Bushfire related activities, including bushfire suppression and rostered standby, are a mandatory component of the position. Any offer of employment to the position is conditional upon successful completion of a nationally recognized firefighting task-based fitness assessment.

**Eligibility/Other Requirements:**

#### **Mandatory**

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

Nationally recognised Bushfire Crew Member qualifications or higher, and willingness and ability to undertake frontline firefighting duties and support roles.

Be currently able and prepared to undertake and maintain the Arduous level of the national fire fighting task based assessment (fire fitness)

Be prepared to wear a uniform and work a shift roster, weekends, public holidays or evening shifts at any PCS worksite on an 'as needs' basis

Possess a current manual driver's licence;

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

**How to Apply:** Your suitability for this position will be assessed based on the required skills and behaviour identified in the Selection Criteria in the Position Description. Applications that fail to address all Selection Criteria

and the qualifications and requirements of the position cannot be assessed for suitability and will not be considered. You should limit your responses to the Selection Criteria to 350 words or less per criteria.

Contact Officer: Kyle Crowe 0419 161 387 [kyle.crowe@act.gov.au](mailto:kyle.crowe@act.gov.au)

## **Environment**

### **Resilient Landscapes**

#### **Biosecurity and Rural Services**

##### **Rural Services Officer**

##### **Technical Officer Level 3 \$74,973 - \$84,729, Canberra (PN: 14990)**

Gazetted: 26 November 2020

Closing Date: 10 December 2020

Details: The Biosecurity and Rural Services team has an exciting opportunity for an enthusiastic person to join our team based at Stromlo depot.

If you are someone with livestock handling skills and have an understanding of sustainable farming practices, we want to hear from you.

This role will see you apply your knowledge and skills in agriculture to help build strong client relationships within our ACT farming community.

This role will see you regularly liaise with other areas of government departments and relevant stakeholders to assist in the development and delivery of programs and extension activities to the ACT rural community.

You will assist in supporting ACT farmers with sustainable agriculture along with the conservation values and contribute to the management of the land through the provision of appropriate resources, rural extension programs, workshops and coordinated pest plant and animal control programs.

Eligibility/Other Requirements:

Willingness to undertake incident management duties, including biosecurity incidents and participation in fire suppression as required.

Tertiary qualifications in Agriculture, Natural Resource Management, or equivalent is desirable.

Manual vehicle drivers licence essential.

A medium ridged driver's licence is desirable.

A current firearms licence is desirable.

Current chemical accreditation AQF3 and AQF4 is desirable.

This position does require a pre-employment medical.

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

Note: This is a fire designated position. The occupant of this position will be required to meet the annual fitness assessment and attend the annual pre-season preparedness training. The occupant of this position will be expected (as required) to undertake all fire related duties, including fire suppression and hazard reduction and will be included as part of a fire resource roster through the ACT declared bushfire season. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a response, to each Criteria outlined under 'what you require', and briefly address the qualifications and experience other than prescribed.

Contact Officer: Kirsten Tasker (02) 6207 5149 [kirsten.tasker@act.gov.au](mailto:kirsten.tasker@act.gov.au)

## **Independent Competition and Regulatory Commission**

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

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

## **Legal**

### **Project Officer**

#### **Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 33306)**

Gazetted: 02 December 2020



Closing Date: 9 December 2020

Details: The Independent Competition and Regulatory Commission is seeking an enthusiastic, well-organised person to join the legal and compliance team as a project officer.

The successful person will require good research and drafting skills and an understanding of utility regulation and licensing, or knowledge of energy and water markets will be an advantage.

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

How to Apply: Applicants should respond outlining their skills and knowledge against the Selection Criteria in fewer than 450 words per criterion. Applicants should also include their current curriculum vitae and the names and contact details for two referees.

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

Contact Officer: Christopher Adkins (02) 6205 2359 christopher.adkins@act.gov.au

### **Justice and Community Safety**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **ACT Corrective Services**

##### **Community Corrections and Release Planning**

##### **Programs and Reintegration**

##### **Director Justice Housing Program**

##### **Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 44003)**

Gazetted: 02 December 2020

Closing Date: 16 December 2020

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Director, Justice Housing Program (SOGB).

The successful applicant will manage the Justice Housing Program (JHP) initiative, which aims to reduce the population in the Alexander Maconochie Centre and reduce recidivism. This role presents enormous opportunity to shape service provision for people with high and complex needs, working collaboratively with government, the community services sector and people with lived experience, to make a tangible difference in the Canberra community.

You will review and manage all aspects of the JHP, including contributing to and driving strategic direction, writing and reviewing policy, and providing the link between internal ACTCS stakeholders and the JHP.

Further to this, you will manage all elements of the purchase of human services, including procurement, contract and relationship management, and compliance and accountability requirements, as well as undertake high level stakeholder engagement activities with people with lived experience of the criminal justice system and homelessness, other ACT Government agencies and the community sector.

To be successful, you will demonstrate an understanding of contemporary issues in the housing and homelessness sector and be required to demonstrate exceptional leadership, communication and interpersonal skills in addition to strong management skills.

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:**

Demonstrated experience or willingness to work with offenders is essential.

A current driver's licence is essential.

The successful candidate may be required to undergo a criminal record 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](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 driver's licence. Please ensure you submit all four items.

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

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

### **ACT Corrective Services**

#### **Director, Community Corrections Improvement Project**

##### **Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 49960)**

Gazetted: 01 December 2020

Closing Date: 15 December 2020

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the position Director, Community Corrections Improvement Project.

The successful applicant will contribute to the ACTCS Integrated Offender Management Framework and the development of a Community Operations Operating Model, including policies and procedures. You will provide subject matter expert advice on Community Operations' services including compliance to policies, legislation, delegations, and national standards.

The successful applicant will be responsible for developing a new suite of instruction documents for the service, mapping end-to-end processes, while aligning these processes to current policies and procedures.

In addition, you will be responsible for the successful implementation of projects, as outlined above.

You will ensure delivery of high-quality final products, while applying a strategic, innovative and holistic approach to the delivery of these projects, while coordinating activities and ensuring collaboration across the various teams involved.

To be successful, you will be required to demonstrate exceptional leadership, communication and interpersonal skills in addition to strong management skills.

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:**

Demonstrated experience or willingness to work with offenders is essential.

A current driver's license is essential.

The successful candidate may be required to undergo a criminal record check.

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

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

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 driver's licence; please ensure you submit all four items.

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

Contact Officer: Therese Goodman (02) 6207 8297 Therese.Goodman@act.gov.au

### **ACT Emergency Services Agency**

#### **Commissioner's Office**

##### **Executive Officer to ESA Commissioner**

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 24880)**

Gazetted: 30 November 2020

Closing Date: 14 December 2020

Details: The ACT Emergency Services Agency is seeking a dynamic self-starter for the day to day co-ordination and management of the Commissioner's Office.

Working closely with the Chief of Staff, you will support the efficient functioning of the Agency through the delivery of support to the Commissioner and Deputy Commissioner.

Ideally, you will be highly organised and efficient, with excellent communication and negotiation skills to adeptly manage two very busy and high profile executives. Professionalism and highly developed customer service skills are considered essential as this position both reflects and represents the integrity and values of the Agency.

This position is fast-paced and demanding, requiring someone who is able to make quick and informed decisions under pressure.

Eligibility/Other requirements: Previous emergency management experience and recognising the need to transition from business as usual to an emergency response to a significant emergency operation is highly desirable.

Notes: This is a temporary position available from January 2021 for a period of 12 months with the possibility of extension. Selection may be based on application and referee report only.

How to Apply: Please submit a two-page pitch outlining the skills and experience you possess that make you the best person to fill this position. Please also submit a current curriculum vitae.

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

Contact Officer: Janelle Wheatley (02) 6205 4713 Janelle.Wheatley@act.gov.au

## **Legislation, Policy and Programs**

### **Restorative Justice Unit**

#### **Restorative Justice Convenor**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 43261)**

Gazetted: 30 November 2020

Closing Date: 16 December 2020

Details: The Restorative Justice Unit is seeking a highly motivated and empathetic person with a passion for justice and supporting people to manage, prepare and convene restorative justice conferences, some of which will have high complexity and sensitivity.

The successful candidate will understand criminal justice system impacts on victims and offenders and ideally have experience in a frontline role with a criminal justice agency, with experience running restorative justice or other justice-related group facilitation in other agency or institutional contexts. This may include experience in a youth or adult focused justice setting.

The successful candidate will have an understanding of trauma informed communication, restorative justice and human rights principles and adhere to relevant legislation and best-practice conferencing guidelines.

This position requires a person of high integrity who models and encourages honesty, humility and a commitment to human rights principles, ethical work-practices and understands the importance of empowering others to collectively work toward constructive and meaningful outcomes. The person will ideally be able to move from highly intuitive and creative thinking when working with diverse clients and offence scenarios to logical and fine detailed work on assessment, legislation interpretation and projects/administrative tasks.

Eligibility/Other requirements:

Background/Security clearance checks will be conducted

Driver's licence is essential.

Qualifications in behavioural science or criminology an advantage.

Qualifications in conflict resolution/mediation an advantage.

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

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

How to Apply: Interested applicants should submit an application that includes no more than one page per Selection Criteria outlining practical experience and examples related to the role with reference to the professional and behavioural capabilities, a current curriculum vitae and the name and contact details of two referees, one of whom should be your current supervisor.

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

Contact Officer: Amanda Lutz (02) 6207 0041 Amanda.Lutz@act.gov.au

## **ACT Courts and Tribunal**

### **Corporate and Strategic Services**

#### **Property and Contracts**

#### **Senior Director Property and Contracts**

**Senior Officer Grade A \$148,991, Canberra (PN: 49629)**

Gazetted: 27 November 2020

Closing Date: 3 January 2021

Details: This position offers an exciting opportunity for an enthusiastic and competent individual to work in the ACT Courts and Tribunal in the management of a Public, Private Partnership facilities agreement for the Courts and facilities management for 2 other sites - the ACT Civil and Administrative Tribunal (ACAT) and Forensic Medicine Centre. ACAT will also be relocating to new premises in the near future and this position will play a dominant role in ensuring the facilitation and coordination between ACAT's requirements and the build are aligned. The role requires resilience, contract and stakeholder management experience to a high level.

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

Eligibility/Other Requirements: Current Baseline Security Clearance or ability to obtain and hold a Baseline Security Clearance is mandatory. You will also need to meet ACTPS Eligibility requirements found here

<https://www.jobs.act.gov.au/how-we-hire/eligibility-to-apply>.

Notes: This position commences 11 February 2021. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Your application needs to address the Selection Criteria in the Position Description in less than 3 pages and be accompanied by your curriculum vitae with two identified referees, one of which is preferably your current supervisor. All queries for the position should be emailed to the Contact Officer.

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

Contact Officer: Yew Ho (02) 6207 5821 [Yew.Ho@courts.act.gov.au](mailto:Yew.Ho@courts.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](mailto:jobs@act.gov.au)**

**CIT Campus-Woden Project**

**Director Project Governance and Administration**

**Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 49997)**

Gazetted: 30 November 2020

Closing Date: 14 December 2020

Details: Are you our new Director Project Governance and Administration?

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

The ACT Government is investing in a purpose-built CIT campus and a new public transport interchange for Woden, stimulating the local economy and supporting the urban renewal of Canberra's southern hub.

CIT Campus – Woden will see a significant educational, community and transport facilities built in a central, well-connected part of Woden.

The CIT Campus - Woden Project Team is responsible for the planning and delivery of a new CIT Campus to be developed on the site of the existing Woden bus interchange and layover facilities. The project will also include development of a new transport interchange for buses and light rail alongside the new CIT Campus in Callam Street, Woden and supporting layover facilities in Launceston Street and in Easty Street.

The new CIT Campus at Woden will represent the largest single investment in CIT infrastructure and will create a future-proofed "Smart Campus" with innovative environmentally sustainable design and digital learning capability as well as contemporary face to face learning environments. The new world class campus facilities will provide students with a future focused campus experience, enhanced industry engagement, start-up incubation and a modernised urban realm for the Woden Community.

The project will also include a new building to be developed at the CIT Bruce Campus to accommodate a group currently located at CIT Reid.

The CIT Campus – Woden Project Team will lead the project planning, procurement, delivery and eventual transfer of the new facilities, in close consultation with CIT, the CIT Campus-Woden Project Board and other key stakeholders.

The Director, Project Governance and Administration is responsible for leading the management of the project governance and project administration functions for the CIT Campus-Woden Project.

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 good working knowledge of Records Management system such as Objective will be an advantage.

A good working knowledge of Project Electronic Document Management system such as Aconex will be an advantage.

Relevant tertiary qualifications will be an advantage.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Wayne Ford (02) 6205 2048 Wayne.Forde@act.gov.au

### **Office of the Legislative Assembly**

#### **Parliamentary Support**

#### **Committee Support**

#### **Senior Research Officer**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 256)**

Gazetted: 30 November 2020

Closing Date: 14 December 2020

Details: The Office of the Legislative Assembly is seeking to permanently fill a Senior Research Officer (SRO) position in the Committee Support unit of the Parliamentary Support Branch. The Committee Support unit provides secretariat support to assist the committees of the ACT Legislative Assembly to carry out committee inquiries and other committee functions.

The SRO is expected to – work closely with committee secretaries; undertake detailed and complex research and analysis; contribute to the drafting of committee reports; provide administrative assistance to Assembly committees and to support the general operation of the Committee Support unit.

The SRO is expected to have – superior oral and written communication skills; the ability to exercise tact and judgement; well-developed research, analytical and organisational skills; and an ability to work under pressure at times and to high standards.

This is a unique opportunity for a skilled and experienced applicant interested in working in an intellectually rigorous and dynamic work environment.

Note: A merit list will be created from this selection process and may be used to fill identical vacancies arising in the next 12 months.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Savvas Pertsinidis (02) 6205 0129 SavvasP.Pertsinidis@parliament.act.gov.au

### **Suburban Land Agency**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

**Suburban Land Agency**

**Program Solutions**

**Sales and Client Services**

**Senior Director, Sales and Client Services**

**Senior Officer Grade A \$148,991, Canberra (PN: 33700)**

Gazetted: 27 November 2020

Closing Date: 15 December 2020

Details: Are you a self-driven person who is passionate about leading a great team, delivering quality services and who wants to help the Suburban Land Agency achieve its strategic priorities?

An immediate vacancy exists for someone who has an eye for detail, who is a great communicator, and who can work under pressure on multiple projects and within tight timeframes.

We are seeking a person with a 'can do' attitude who has an enthusiastic and client focussed approach, and someone who can demonstrate strong leadership and management skills.

What we are looking for:

someone with excellent interpersonal skills who can create and build relationships and partnerships with key contacts – a 'people person';

a leader who can motivate their people and ensure the team achieves its work program;

someone who has an eye for detail and is comfortable with complex documents and project delivery;

a person who understands the complexities of a multi-disciplinary business and is willing to accept that challenge;

an organised person who can multi-task and work under pressure; and

a team player – this role is critical for the whole Agency so will need to enjoy working as part of a larger team.

Eligibility/Other requirements:

After hours/weekend work and the wearing of a uniform will be required occasionally.

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

Current Drivers Licence.

Notes: 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: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and abilities against the Selection Criteria in the attached Position Description, contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: Stefanie Packard (02) 6207 1680 [Stefanie.Packard@act.gov.au](mailto:Stefanie.Packard@act.gov.au)

**Program Solutions**

**Sales and Client Services**

**Sales Administration Officer**

**Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 33034)**

Gazetted: 26 November 2020

Closing Date: 10 December 2020

Details: Are you a self-driven person who is passionate about sales of land or property? Do you have a great attention to detail and love helping with administration?

As part of a great team, the responsibility of Sales Administration Officer will be to provide support to the sales team and provide high level customer service to our clients and stakeholders.

You will have the ability to communicate effectively with influence, work under pressure, on multiple projects and within tight timeframes. You will have efficient data entry skills and be able to support the team members in Sales and Client Services team.

We are seeking a person with a "can do" attitude who has an enthusiastic and client focussed approach. This would be supported by your strong administration skills and ability to maintain and manipulate data for reporting purposes.

Eligibility/Other Requirements:

Client Services experience particularly in a land sales environment is desirable.

Understanding of ACT Government legislative frameworks in relation to land development and sales activities and processes.

Understanding of the land/property development market, particularly in terms of marketing and sales.

Experience with Information Technology, online marketing and data management.

Drivers licence.

This position will be required to occasionally work after hours and on weekends and will often be required to wear a uniform.

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

How to Apply: Applications are sought from potential candidates and should include a statement of no more than five pages outlining experience and/or ability the Selection Criteria, contact details of a least two referees and a current curriculum vitae.

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

Contact Officer: Lama El Hassan (02) 6207 7273 [lama.elhassan@act.gov.au](mailto:lama.elhassan@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](mailto:jobs@act.gov.au)**

#### **City Services**

##### **ACT NoWaste**

##### **Waste Policy**

##### **Assistant Director Waste Policy**

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 45449, several)**

Gazetted: 01 December 2020

Closing Date: 11 December 2020

Details: At ACT NoWaste we deliver an ambitious agenda for the ACT community and lead the implementation of sustainable waste management for the Territory. We support Canberrans in their efforts to avoid waste, seeking to maximise resource recovery and minimise waste to landfill. We strive to embody excellence, innovation and best practice in all that we do, focused on delivering outcomes under the *Waste Management and Resource Recovery Act 2016* and the *Waste Management Strategy 2011-2025*.

Crucial to this agenda is the work of the Waste Policy team, which undertakes policy development, regulatory reform, project management, and industry development and support. The Waste Policy team also represents and advocates for the ACT at the Local, State and National level and examines issues and opportunities such as the circular economy, phasing out single-use plastics, packaging reduction targets and exploring options to improve resource recovery of challenging waste streams.

The Waste Policy team is looking for two passionate and highly motivated individuals with experience in waste management and resource recovery policy. Join us in our drive to deliver high quality outcomes for the Canberra community.

**Eligibility/Other Requirements:**

A driver's licence class C is highly desirable.

A demonstrated understanding of and hands-on experience in a relevant policy domain (e.g. environment, waste or climate change) and international, national, state or local government experience is highly desirable.

Relevant tertiary qualifications (such as law, innovation, policy, project management) or other qualifications and technical experience deemed equivalent are highly desirable.

Note: There are two position's available, one is permanent full time and the other is a temporary full time position for a period of 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be

based on application and referee reports only. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please submit a curriculum vitae and a statement of claims against the Selection Criteria (maximum three pages).

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

Contact Officer: Katherine Harrington (02) 6205 4878 [katherine.harrington@act.gov.au](mailto:katherine.harrington@act.gov.au)

## **City Services**

### **City Presentation**

#### **Place Management**

##### **Leading Hand**

##### **General Service Officer Level 7 \$64,220 - \$67,817, Canberra (PN: 17891, several)**

Gazetted: 30 November 2020

Closing Date: 14 December 2020

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

City Presentation is a Branch within Transport Canberra and City Services and is responsible for planning and management of parks and the public domain, including lakes, street trees and public open space and city places. It maintains the look of the city and its environs and is responsible for, city rangers and the protection of trees on public and private land.

The General Services Grade 7 positions within City Presentation/Place Management are responsible for leading a team engaged in the maintenance of the of urban open space areas including mowing, cleaning toilets and shopping centres, litter collection, garden bed maintenance and weed control services. This role is a key leadership position within the operational teams.

Day to day activities of this position include guiding work for the teams and working with the teams, ensuring WHS requirements are met, including risk assessments and implementation of temporary traffic management measures.

This role will assist in delivery of the annual works program and will ensure that daily critical tasks are completed. There is also a requirement for this position to create reports against milestones for the program and ensure that quality of delivered services. The successful applicant will have strong staff supervisory experience and will lead by example.

Eligibility/Other Requirements:

Driver's licence C class is essential, MR is Preferred.

OHS Construction Industry Induction 'White Card' is highly desirable.

Asbestos Awareness certificate is highly desirable.

Relevant qualifications in horticulture are highly desirable.

Certificate IV in Leadership and Management (or equivalent) or a willingness to obtain.

Implement Traffic Control Plans qualification or a willingness to obtain.

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 asked to please address the Selection Criteria located in the Position Description and include a copy of your curriculum vitae with your application.

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

Contact Officer: Tessa Roberts (02) 6207 5034 [Tessa.Roberts@act.gov.au](mailto:Tessa.Roberts@act.gov.au)

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

## **City Services**

### **City Presentation**

#### **Place Management**

##### **Team Leader**

##### **General Service Officer Level 5/6 \$56,595 - \$62,286, Canberra (PN: 41009, several)**

Gazetted: 30 November 2020

Closing Date: 14 December 2020

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

City Presentation is a Branch within the TCCS and is responsible for planning and management of parks and the public domain, including lakes, street trees and public open space and city places. It maintains the look of the city and its environs and is responsible for, city rangers and the protection of trees on public and private land.

The General Services Positions Grade 5/6 within Place Management are responsible for leading a team engaged in the maintenance of urban open space areas including mowing, cleaning toilets and shopping centres, litter collection, garden beds maintenance and weed control services. This role is hands on and operationally focused. The successful candidates lead teams as an on the ground team leader working with the crew to complete assigned tasks.

Eligibility/Other Requirements:

Workplace Health and Safety Induction (White Card) or willingness to obtain.

Asbestos awareness card or a willingness to obtain.

Safe handling of sharps and infectious waste statement of attainment or willingness to obtain.

Relevant qualifications in horticulture are highly desirable.

Implement Traffic Control Plans qualification or a willingness to obtain.

Driver's licence C Class is essential, Medium Rigid (MR) is preferred.

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

How to Apply: Please address the Selection Criteria located in the Position Description and include a copy of your curriculum vitae with your application.

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

Contact Officer: Tessa Roberts (02) 6207 5034 Tessa.Roberts@act.gov.au

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

## **City Services**

### **Infrastructure Delivery and Waste**

#### **Infrastructure Delivery**

##### **Project Manager**

##### **Infrastructure Officer 4 \$129,394 - \$147,008, Canberra (PN: 49922)**

Gazetted: 26 November 2020

Closing Date: 10 December 2020

Details: The Project Manager is responsible for the planning, design scope, procurement and execution of key capital projects for Transport Canberra and City Services (TCCS). The role is responsible for ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation. The role will lead the delivery of simple to complex works projects to deliver great services to the Canberra community.

Eligibility/Other Requirements: Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia;

Hold a relevant building degree; or Have significant building or Infrastructure knowledge and/or project management experience.

Note: This is a temporary position available immediately for a period of two years. If interviews are required, they may be conducted via Video or Teleconference. 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 address the numbered Selection Criteria and limit responses to 250-300 words (max) per criteria also attach a current curriculum vitae.

Succinct applications that clearly demonstrate applicants' contribution towards successful team projects will be viewed highly.

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

Contact Officer: Kae Harradine (02) 6205 3508 kae.harradine@act.gov.au



## **Chief Operating Officer**

### **Finance**

#### **Finance Applications Project Manager**

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 49735)**

Gazetted: 26 November 2020

Closing Date: 10 December 2020

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building and managing our roads, footpaths and cycle paths, building light rail, delivering and operating an integrated public transport network, and maintaining many of Canberra's lakes and ponds. A number of the ACT Government's commercial operations are run by TCCS, including ACT NOWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority. TCCS employs close to 2000 staff working in locations across the ACT.

The Finance Branch is responsible for facilitating the management of the Directorate's budget, and providing financial advice to the Minister, the Executive Leadership Team, and line managers. The Finance Branch plays a key role in developing strategic approaches to improving financial management practices, cost effectiveness and resource allocation across the Directorate and co-coordinating the Directorate's budget and financial processes. The Finance Branch works closely with Shared Services to provide financial services, accounting and technical reporting capabilities to the Directorate.

A vacancy currently exists in the Finance branch for a Finance Applications Project Manager. This position will facilitate the implementation of the Oracle Procurement Contracts Cloud Module within all Business Units of TCCS, design and deliver training, build financial reporting and analysis capabilities among further tasks.

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

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

How to Apply: Please include a current curriculum vitae with your written response addressing the position requirements.

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

Contact Officer: Tassany Price (02) 6205 9961 [tassany.price@act.gov.au](mailto:tassany.price@act.gov.au)

## **Chief Operating Office**

### **People and Capability**

#### **Employee Relations**

##### **Senior Director, Workplace Relations**

##### **Senior Officer Grade A \$148,991, Canberra (PN: 49980)**

Gazetted: 26 November 2020

Closing Date: 14 December 2020

Details: The Employee Relations team is seeking a Human Resource (HR) practitioner to perform the role of Senior Director of Workplace Relations. The successful candidate will be an experienced and influential Industrial Relations expert responsible for leading, informing, documenting, and negotiating the Directorate's response to enterprise agreement negotiations. This includes Enterprise Agreement Schedules as they relate to the Administrative and Related Classifications Enterprise Agreement, Infrastructure Services Enterprise Agreement and Technical and Other Professional Enterprise Agreement.

The Senior Director will also lead the negotiations for the Transport Canberra Operations (ACTION) Enterprise Agreement 2018-2021. This key specialist role works closely with senior officials and staff across the Directorate as well as with the Whole of Government Industrial Relations and Public Sector Employment group within the Chief Minister, Treasury and Economic Development (CMTEDD) Directorate who are the central agency responsible for enterprise agreement negotiation strategy at a whole of government level.

As the senior industrial relations specialist, you will possess, or have the ability to rapidly acquire a comprehensive understanding of the public sector industrial relations landscape, and you will provide high level strategic advice through identifying key industrial relations issues, challenges, risks and opportunities to inform the negotiation position. This role is both a strategic and 'hands-on role' and requires someone with resilience, energy and drive. Transport Canberra and City Services (TCCS) is a value-based organisation where all employees are expected to embody the core values of respect, integrity, collaboration, safety, excellence and innovation as well demonstrate the related signature behaviours. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

Relevant tertiary qualifications in industrial relations, employment law or human resources or a related field and or a minimum of five years relevant experience in a senior HR industrial relations position in a diverse organisation.

Conciliation and mediation qualification or certificate in alternative dispute resolution (Highly Desirable).

Note: This is a temporary position available immediately for 12 months with possibility of extension. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

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

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

Contact Officer: Petra Crowe (02) 6205 3817 [Petra.Crowe@act.gov.au](mailto:Petra.Crowe@act.gov.au)

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

## **Infrastructure Delivery and Waste**

### **ACT NoWaste**

#### **Business Analytics and Support**

#### **Customer Service Officer, ACT NoWaste**

#### **Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 48004, Several)**

Gazetted: 26 November 2020

Closing Date: 3 December 2020

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

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

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

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

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

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

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

Provide resident (customer) support on requests for all waste collection services; and,

Provide input into TCCS and external data reporting requirements.

#### **About the Position**

The Customer Service Officer works within a small team and is responsible for providing customer support to all waste collection queries via a shared phone queue, a shared inbox account and an integrated cloud-based system (Waste Services Management System).

The primary responsibilities for this position include;

Provide support to all resident queries pertaining to waste collection services (queries can be submitted via email, phone and/or automated online forms).

Support the complete lifecycle of the waste collection services requests in the Waste Services Management System (WSMS).

Undertake customer and stakeholder liaison and negotiation activities to resolve customer enquiries and complaints.

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

Provide a highly professional, responsive and customer-oriented approach on all contact opportunities.

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

Eligibility/Other requirements: Qualifications relevant to the duties of the position and/or work experience relevant to the position are highly desirable.

Notes: There are several positions available from this recruitment process. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. This position can be undertaken remotely with approval from management and provided WHS guidelines are followed in the home office.

How to Apply: The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Well-developed research and analysis, communication, liaison, and problem-solving skills.

Demonstrated understanding of and ability to use and manage business information systems to deliver client services.

Demonstrated ability to work independently or as part of a team to meet deadlines within performance expectations.

Well-developed understanding of and commitment to the principles and practices of high quality customer service.

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

In order to have your application considered, you must provide a response to the Selection Criteria not exceeding two pages in length. You must also provide an up-to-date curriculum vitae and referee details.

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

Contact Officer: Valerie Papin (02) 6207 0342 [Valerie.Papin@act.gov.au](mailto:Valerie.Papin@act.gov.au)

## **City Services**

### **Development Coordination**

#### **City Operations**

#### **Assistant Director, Design Review and Asset Acceptance (Engineer)**

#### **Infrastructure Officer 3 \$109,177 - \$119,846, Canberra (PN: 49700, several)**

Gazetted: 26 November 2020

Closing Date: 10 December 2020

Details: This position is responsible for the technical review and approval of planning and design submissions to ensure they meet relevant design standards, specifications and codes so that they are safe and fit for purpose.

Accept constructed assets to be handed over to Transport Canberra and City Services (TCCS).

The Development Coordination Branch has responsibility for TCCS review of external and private development, road network performance analysis and modelling and the TCCS schools' program. The branch ensures quality outcomes of development across the city and undertakes work to inform infrastructure planning.

Within the Branch, the Design Review and Asset Acceptance team is an operational section which is responsible for technical review of land development projects, including greenfield estates by the Suburban Land Agency. The Design Review and Asset Acceptance team has a large role in ensuring asset owners, managers and field staff are consulted and informed throughout the review process. The Branch also employs engineers to provide

Eligibility/Other Requirements:

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

Hold a relevant building degree; or

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

Note: It is expected that other vacancies will occur in the near future and so an order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection

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

**How to Apply:** Applicants are asked to provide a supporting statement of no more than two pages outlining experience and/or ability and addressing the requirements outlined in the attached Position Description, contact details of two referees and a current curriculum vitae.

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

Contact Officer: Lingam Jatheendran (02) 6207 6592 [Lingam.Jatheendran@act.gov.au](mailto:Lingam.Jatheendran@act.gov.au)

## **Transport Canberra and Business Services**

### **Light Rail Operations**

#### **Senior Director Commercial and Contracts**

#### **Senior Officer Grade A \$148,991, Canberra (PN: 41124)**

Gazetted: 27 November 2020

Closing Date: 11 December 2020

**Details:** The Senior Director Commercial and Contracts is a critical role within the Transport Canberra Light Rail Operations branch, and reports directly to the Executive Branch Manager Light Rail Operations. The Senior Director Commercial and Contracts is responsible for leading contract management, negotiations and assurance of Canberra Metro's performance and delivery under the Public Private Partnership (PPP) Project Agreement. The Senior Director Commercial and Contracts provides advice on commercial, contractual and financial elements of light rail operations and preparing reports that reflect these 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:**

The successful candidate will have demonstrated experience in commercial, financial and contract management in a complex operational and commercially structured environment. The successful candidate will also have experience in managing Public Private Partnerships, franchise or partnering arrangements with performance-based/outcomes-based contracts.

This position requires a pre-employment Rail Worker Health Assessment Category 3.

The incumbent in this position may be required to participate in drug and/or alcohol testing in accordance with Rail Safety National Law as part of Canberra Metro's safety 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Note:** This is a temporary position available from February 2021 for a period of six months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is located in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Current and former ADF members are encouraged to apply.

**How to Apply:** Please submit your curriculum vitae along with a two-page expression of interest addressing the Criteria identified in the Position Description.

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

Contact Officer: Jo Dawson (02) 6205 4487 [jo.dawson@act.gov.au](mailto:jo.dawson@act.gov.au)

## APPOINTMENTS

### ACT Health

**Administrative Services Officer Class 3 \$65,097 - \$70,058**

Connor Goldrick, Section 68(1), 27 November 2020

**Administrative Services Officer Class 6 \$86,547 - \$99,051**

Kathleen Graham, Section 68(1), 1 December 2020

**Health Service Officer Level 6 \$59,871 - \$62,447**

Melissa Nolch, Section 68(1), 1 December 2020

### Canberra Health Services

**Technical Officer Level 1 \$59,329 - \$62,203**

Ella Antcliff, Section 68(1), 18 December 2020

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

Manisha Bhandari, Section 68(1), 30 November 2020

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

Criselle Mikka Calagos, Section 68(1), 1 December 2020

**Administrative Services Officer Class 3 \$65,097 - \$70,058**

Sarah Dark, Section 68(1), 7 December 2020

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

Jobina George, Section 68(1), 3 December 2020

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

Diane Jakobasch, Section 68(1), 4 February 2021

**Health Professional Level 2 \$66,988 - \$91,962**

Patrick Maloney, Section 68(1), 15 December 2020

### Canberra Institute of Technology

**Senior Officer Grade C \$108,926 - \$117,249**

Stephanie Boss, Section 68(1), 25 November 2020

### Chief Minister, Treasury and Economic Development

**Administrative Services Officer Class 6 \$86,547 - \$99,051**

Jeremy Allin, Section 68(1), 30 November 2020

**Administrative Services Officer Class 3 \$65,097 - \$70,058**

Kathryn Danaro, Section 68(1), 30 November 2020

**Administrative Services Officer Class 4 \$72,272 - \$78,254**

Pamela DiBiagio, Section 68(1), 26 November 2020

**Administrative Services Officer Class 3 \$65,097 - \$70,058**

Latu Faaumu, Section 68(1), 30 November 2020

**Administrative Services Officer Class 3 \$65,097 - \$70,058**

Faye Hollands, Section 68(1), 30 November 2020

**Administrative Services Officer Class 3 \$65,097 - \$70,058**

Otto Lai, Section 68(1), 30 November 2020

**Administrative Services Officer Class 5 \$80,323 - \$85,020**

Rachel Larobina, Section 68(1), 26 November 2020

**Administrative Services Officer Class 4 \$72,272 - \$78,254**

Lotta Pajala, Section 68(1), 26 November 2020

**Administrative Services Officer Class 4 \$72,272 - \$78,254**

Nicolas Paliaga, Section 68(1), 30 November 2020

**Administrative Services Officer Class 3 \$65,097 - \$70,058**

Tyson Probyn, Section 68(1), 30 November 2020

**Administrative Services Officer Class 4 \$72,272 - \$78,254**

Micaylah Rumble, Section 68(1), 26 November 2020

**Senior Officer Grade C \$108,926 - \$117,249**

Timothy Sealey, Section 68(1), 2 December 2020

**Administrative Services Officer Class 3 \$65,097 - \$70,058**

Brooke Selkirk, Section 68(1), 30 November 2020

**Administrative Services Officer Class 5 \$80,323 - \$85,020**

Samantha Taylor, Section 68(1), 26 November 2020

**Community Services**

**Senior Officer Grade B \$128,286 - \$144,418**

Cathy Chandler, Section 68(1), 1 December 2020

**Administrative Services Officer Class 4 \$72,272 - \$78,254**

Jayde Geary, Section 68(1), 2 December 2020

**Administrative Services Officer Class 3 \$65,097 - \$70,058**

Ellie Jordan, Section 68(1), 27 November 2020

**Education**

**School Assistant 2 \$48,856 - \$53,947**

Joanne Buttriss, Section 68(1), 30 November 2020

**Administrative Services Officer Class 6 \$86,547 - \$99,051**

Sophie McGlynn, Section 68(1), 23 November 2020

**Environment, Planning and Sustainable Development**

**General Service Officer Level 5/6 \$56,595 - \$62,286**

Olivia Carroll, Section 68(1), 3 December 2020

**General Service Officer Level 5/6 \$56,595 - \$62,286**

Lizabeth Collier, Section 68(1), 3 December 2020

**General Service Officer Level 5/6 \$56,595 - \$62,286**

Chris Field-Leal, Section 68(1), 3 December 2020

**General Service Officer Level 5/6 \$56,595 - \$62,286**

Wade Fuller, Section 68(1), 3 December 2020

**General Service Officer Level 5/6 \$56,595 - \$62,286**

Matthew Gavin, Section 68(1), 3 December 2020

**General Service Officer Level 5/6 \$56,595 - \$62,286**

Benjamin Nolan, Section 68(1), 3 December 2020

**General Service Officer Level 5/6 \$56,595 - \$62,286**

Aaron Thomson, Section 68(1), 3 December 2020

**Park Ranger 2 \$72,272 - \$78,254**

Ren Webb, Section 68(1), 30 November 2020

**General Service Officer Level 5/6 \$56,595 - \$62,286**

Ian Worboys, Section 68(1), 3 December 2020

#### **Justice and Community Safety**

**Administrative Services Officer Class 3 \$65,097 - \$70,058**

Stefanie Flowers, Section 68(1), 30 November 2020

**Administrative Services Officer Class 3 \$65,097 - \$70,058**

Madeline Wilson, Section 68(1), 1 December 2020

#### **Transport Canberra and City Services**

**Administrative Services Officer Class 6 \$86,547 - \$99,051**

Kirsty Beram, Section 68(1), 3 November 2020

**Senior Officer Grade C \$108,926 - \$117,249**

Damien Kell, Section 68(1), 30 November 2020

**Administrative Services Officer Class 4 \$72,272 - \$78,254**

Breanna Redman, Section 68(1), 30 November 2020

**General Service Officer Level 3/4 \$51,053 - \$55,752**

Aaron West, Section 68(1), 7 December 2020

## **TRANSFERS**

#### **Canberra Health Services**

**Joanna Lewis**

From: Registered Nurse Level 3.1 \$108,237

Canberra Health Services

To: Registered Nurse Level 3.1 \$108,237 - \$112,691  
Canberra Health Services, Canberra (PN. 42275) (Gazetted 24 September 2020)

**Judith Stone**

From: Health Professional Level 4 \$108,926 - \$117,249  
Canberra Health Services  
To: Health Professional Level 4 \$108,926 - \$117,249  
Canberra Health Services, Canberra (PN. 28642) (Gazetted 29 October 2020)

**Chief Minister, Treasury and Economic Development**

**Andrew Sheargold**

From: Administrative Services Officer Class 6 \$86,547 - \$99,051  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 6 \$86,547 - \$99,051  
Chief Minister, Treasury and Economic Development, Canberra (PN. 42362) (Gazetted 12 October 2020)

**Transport Canberra and City Services**

**Amanda Rogers**

From: Senior Officer Grade C \$108,926 - \$117,249  
Chief Minister, Treasury and Economic Development  
To: Senior Officer Grade C \$108,926 - \$117,249  
Transport Canberra and City Services, Canberra (PN. 33638) (Gazetted 22 September 2020)

**PROMOTIONS**

**ACT Health**

**Public Health Protection and Regulation**

**Health Protection Service**

**Communicable Disease Control/Immunisation Unit**

**Raleigh Evans**

From: Administrative Services Officer Class 2 \$57,454 - \$63,443  
ACT Health  
To: Administrative Services Officer Class 3 \$65,097 - \$70,058  
ACT Health, Canberra (PN. 49530) (Gazetted 2 November 2020)

**Public Health Protection and Regulation**

**Health Protection Service**

**Communicable Disease Control/Immunisation Unit**

**James Stennett Riedel**

From: Administrative Services Officer Class 2 \$57,454 - \$63,443  
ACT Health  
To: Administrative Services Officer Class 3 \$65,097 - \$70,058  
ACT Health, Canberra (PN. 49531) (Gazetted 2 November 2020)

**Canberra Health Services**

**Chief Operating Officer Clinical Services**

**Melanie Brown**

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. 42555) (Gazetted 5 November 2020)

**Leticia Campbell**

From: Administrative Services Officer Class 2 \$57,454 - \$63,443  
Canberra Health Services

To: Administrative Services Officer Class 4 \$72,272 - \$78,254  
Canberra Health Services, Canberra (PN. 21546) (Gazetted 30 October 2020)

**Chief Operating Officer Clinical Services**

**Emma Matthews**

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

To: Registered Nurse Level 2 \$94,409 - \$100,061  
Canberra Health Services, Canberra (PN. 49742) (Gazetted 19 November 2020)

**Medical Services**

**Timothy Wriedt**

From: Technical Officer Level 1 \$59,329 - \$62,203  
Canberra Health Services

To: Technical Officer Level 2 \$64,220 - \$73,540  
Canberra Health Services, Canberra (PN. 38738) (Gazetted 8 October 2020)

**Canberra Institute of Technology**

**Education and Training Services**

**Student and Academic Services**

**Library and Learning Services**

**Elizabeth Finlay**

From: School Assistant 2 \$48,856 - \$53,947  
Education

To: Professional Officer Class 1 \$61,106 - \$84,729  
Canberra Institute of Technology, Canberra (PN. 30745) (Gazetted 29 January 2020)

**Chief Minister, Treasury and Economic Development**

**Shared Services**

**Shared Services ICT**

**Education ICT**

**Jason Glanville**

From: Administrative Services Officer Class 1 \$51,054 - \$56,164  
Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 1 \$70,058 - \$79,749  
Chief Minister, Treasury and Economic Development, Canberra (PN. 14425) (Gazetted 16 September 2020)

**Economic and Financial Group**

**Insurance**

**Corporate**

**Yanxin He**

From: Administrative Services Officer Class 5 \$80,323 - \$85,020  
Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$86,547 - \$99,051  
Chief Minister, Treasury and Economic Development, Canberra (PN. 49217) (Gazetted 26 October 2020)

**Access Canberra**

**Customer Coordination**

**Contact Centre**

**Alicia Jukic**

From: Administrative Services Officer Class 3 \$65,097 - \$70,058

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 6 \$86,547 - \$99,051

Chief Minister, Treasury and Economic Development, Canberra (PN. 21860) (Gazetted 21 September 2020)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Access Canberra**

**Projects, Governance and Support**

**Finance and Budgets**

**Lalanka Mestiyage Don**

From: Senior Officer Grade C \$108,926 - \$117,249

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$128,286 - \$144,418

Chief Minister, Treasury and Economic Development, Canberra (PN. 13835) (Gazetted 1 September 2020)

**Shared Services ICT**

**Customer Engagement Services Branch**

**Service Assurance**

**David Middlemis**

From: Information Technology Officer Class 1 \$70,058 - \$79,749

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$86,547 - \$99,051

Chief Minister, Treasury and Economic Development, Canberra (PN. 27581) (Gazetted 1 July 2020)

**Access Canberra**

**Construction, Utilities and Environmental Protection**

**ROSALYNNE PASCOE**

From: Administrative Services Officer Class 6 \$86,547 - \$99,051

Chief Minister, Treasury and Economic Development

To: †Senior Professional Officer Grade B \$128,286 - \$144,418

Chief Minister, Treasury and Economic Development, Canberra (PN. 48099) (Gazetted 1 July 2020)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Access Canberra**

**Customer Coordination**

**Land Titles**

**Sean Quinn**

From: Administrative Services Officer Class 6 \$86,547 - \$99,051

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$108,926 - \$117,249

Chief Minister, Treasury and Economic Development, Canberra (PN. 10140) (Gazetted 16 September 2020)

**Construction, Utilities and Environment Protection**

**Utilities Technical Regulation**

**Sujo Samuel**

From: Administrative Services Officer Class 5 \$80,323 - \$85,020

Chief Minister, Treasury and Economic Development

To: Technical Officer Level 4 \$86,547 - \$99,051

Chief Minister, Treasury and Economic Development, Canberra (PN. 49569) (Gazetted 6 October 2020)

**Access Canberra**

**Engagement , Compliance and COVID - 19 Response  
Event and Business Coordination Team**

**Luke Stokman**

From: Administrative Services Officer Class 3 \$65,097 - \$70,058

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$72,272 - \$78,254

Chief Minister, Treasury and Economic Development, Canberra (PN. 37808) (Gazetted 30 October 2020)

**Revenue Management**

**Compliance**

**Russell Stroud**

From: Senior Officer Grade C \$108,926 - \$117,249

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$128,286 - \$144,418

Chief Minister, Treasury and Economic Development, Canberra (PN. 37658) (Gazetted 28 August 2020)

**Access Canberra**

**Projects, Governance and Support  
Customer Experience and Design**

**Qian Tang**

From: Administrative Services Officer Class 5 \$80,323 - \$85,020

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$86,547 - \$99,051

Chief Minister, Treasury and Economic Development, Canberra (PN. 24523) (Gazetted 9 December 2019)

**Access Canberra**

**Projects Governance and Support  
Customer Experience and Design**

**Duncan Taylor**

From: Administrative Services Officer Class 6 \$86,547 - \$99,051

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$108,926 - \$117,249

Chief Minister, Treasury and Economic Development, Canberra (PN. 41553) (Gazetted 29 September 2020)

**Shared Services**

**Partnership Services**

**Commercial Services**

**Catriona Towner**

From: Administrative Services Officer Class 6 \$86,547 - \$99,051

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$128,286 - \$144,418

Chief Minister, Treasury and Economic Development, Canberra (PN. 23923) (Gazetted 23 October 2020)

**Community Services**

**Inclusion and Participation**

**Community Relations and Funding Support**

**Service Funding Support**

**Hoa Mac**

From: Administrative Services Officer Class 4 \$72,272 - \$78,254

Community Services

To: Administrative Services Officer Class 6 \$86,547 - \$99,051

Community Services, Canberra (PN. 10685) (Gazetted 3 December 2019)

## **Education**

### **School Improvement and Performance**

#### **South Weston Network**

##### **Malkara School**

##### **Anna Chapman**

From: School Assistant 2/3 \$48,856 - \$59,575

Education

To: Administrative Services Officer Class 3 \$65,097 - \$70,058

Education, Canberra (PN. 30978) (Gazetted 5 November 2020)

### **System Policy and Reform**

#### **Board of Senior Secondary Studies**

##### **Murray Chisholm**

From: Classroom Teacher \$73,246 - \$109,641

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 42416) (Gazetted 10 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.

## **Environment, Planning and Sustainable Development**

### **Business, Governance and Capability**

#### **People and Capability**

##### **Workplace Relations, Safety and Wellbeing**

##### **Myfanwy Greenwood**

From: Senior Officer Grade B \$128,286 - \$144,418

Environment, Planning and Sustainable Development

To: †Senior Officer Grade A \$148,991

Environment, Planning and Sustainable Development, Canberra (PN. 46323) (Gazetted 23 October 2020)

## **Justice and Community Safety**

### **ACT Corrective Services**

#### **Community Corrections and Release Planning**

##### **Community Operations**

##### **Helen Pettett**

From: Administrative Services Officer Class 5 \$80,323 - \$85,020

Justice and Community Safety

To: †Administrative Services Officer Class 6 \$86,547 - \$99,051

Justice and Community Safety, Canberra (PN. 11239) (Gazetted 29 September 2020)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

## **Suburban Land Agency**

### **Program Solutions**

#### **Sustainability and Release Coordination**

##### **Caitlin Westropp-Evans**

From: Administrative Services Officer Class 6 \$86,547 - \$99,051

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$128,286 - \$144,418

Suburban Land Agency, Canberra (PN. 49761) (Gazetted 26 November 2020)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

**Transport Canberra and City Services**

**Infrastructure and Waste**

**NoWaste**

**Business Analytics and Support**

**Jonathan Feng**

From: Administrative Services Officer Class 6 \$86,547 - \$99,051

Education

To: †Senior Officer Grade C \$108,926 - \$117,249

Transport Canberra and City Services, Canberra (PN. 45551) (Gazetted 1 November 2019)

**Transport Canberra and Business Services**

**Territory and Business Services**

**Yarralumla Nursery**

**Michael Tresize**

From: General Service Officer Level 3/4 \$51,053 - \$55,752

Transport Canberra and City Services

To: General Service Officer Level 5/6 \$56,595 - \$62,286

Transport Canberra and City Services, Canberra (PN. 17127) (Gazetted 25 September 2020)