



ACT Government Gazette

Gazetted Notices for the week beginning 28 November 2019

VACANCIES

Calvary Health Care ACT (Public)

Theatre

Wards Peron

Health Service Officer Level 4 \$52,733.00, Canberra (PN: TBA)

Gazetted: 03 December 2019

Closing Date: 14 December 2019

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

Reference Number: 11169

Contact Officer: Dominic Pook dominic.pook@calvary-act.com.au

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

Canberra Institute of Technology

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

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

Education and Training Services

Education Services

Awards and Programs

Awards Officer

Administrative Services Officer Class 2/3 \$55,934 - \$68,204, Canberra (PN: 54023)

Gazetted: 03 December 2019

Closing Date: 10 December 2019

Details: Canberra Institute of Technology (CIT) Education Services has a temporary vacancy for an Awards Officer to work as part of a high performing team issuing qualifications and academic advice to CIT's students. You will need to be able to maintain accurate records and to use computer based management systems, and must have established skills in electronic file management, word processing and email/calendar management software. You will need the ability will be able to liaise and communicate effectively with staff at all levels, students and members of the public, with a developing ability to negotiate, and you will need to demonstrate the potential to independently provide consistently high quality customer service.

Note: This is a temporary position available from 30 January 2020 until 30 January 2021 with the possibility of permanency. Selection may be based on application and referee reports only. 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: Applicants are asked to attach a brief (maximum 2-3 pages) response to the Selection Criteria, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Ryan (02) 6207 4870 matthewc.ryan@cit.edu.au

Corporate Services

Procurement, Contracts and Record Management

Senior Manager, Procurement, Contracts and Record Management

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 40440, expected vacancy)

Gazetted: 03 December 2019

Closing Date: 17 December 2019

Details: The Canberra Institute of Technology (CIT) is seeking an energetic and self-motivated individual to join the CIT's Corporate Services Division as Senior Manager, Procurement, Contracts and Record Management. The responsibilities of the role are diverse and include providing strategic advice on CIT's procurement, contract management and record management functions; reviewing and amending associated policies and procedures required to undertake these functions effectively. The role also requires to apply appropriate project management/solution delivery approaches to enable multiple projects to be effectively managed and delivered within tight deadlines. The successful candidate will have strong attention to detail, excellent communication skills, and exceptional leadership quality and well developed organisation skills.

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.

Eligibility/Other Requirements: Relevant tertiary qualifications would be an advantage, including Certificate IV in Government (Procurement and Contracting) and/or Diploma/Advanced Diploma of Government (Procurement and Contracting); or tertiary qualifications in law, commerce, business administration or the equivalent or evidence of study.

How to Apply: Please submit a cover letter of no more than 1,000 words outlining your relevant Skills, Knowledge Experience against the Selection Criteria. Applicants are also asked to provide a current curriculum vitae and provide the names and contact details of two referees (one referee who is a current/recent supervisor and one referee who is a staff member who reports to you). Referees will be contacted with your prior approval.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Whale (02) 6207 8960 andrew.whale@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

Access Canberra

Construction and Utilities Branch

Utilities Technical Regulation

Regulatory Project Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 39771)

Gazetted: 03 December 2019

Closing Date: 10 December 2019

Details: The Utilities Technical Regulation (UTR) supports the Technical Regulator through provision of engineering advice, the technical regulation of licensed and unlicensed utilities and through improving and reforming the technical codes that govern the operations of the energy and water utilities. This ensures that essential services such as electricity, gas and water are delivered to the ACT community in a safe and reliable way. In a dynamic and rapidly changing, particularly within the energy sector and with the delivery of light rail, UTR is currently engaged in a range of exciting regulatory and policy initiatives. Applications are sought from applicants with expertise in regulatory decision making, project management, policy development and managing regulatory applications. There is an opportunity to work on policy development including Cabinet submissions; develop communications for a range of different stakeholders; develop operational regulatory policy; work with applicants on complex applications for operating certificates and to work with a range of industry and government stakeholders. This role is required to support delivery of a number of regulatory projects that will be developed in 2020. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Applicants should provide a two page pitch outlining experience and/or ability in the above areas. Please note that this two page pitch will be considered against the Selection Criteria outlined within the Position Description.

Applications should be submitted via the Apply Now button.
Contact Officer: Simon Grice (02) 6205 3078 simon.grice@act.gov.au

Economic Development

Events ACT

Senior Public Relations Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 43248)

Gazetted: 03 December 2019

Closing Date: 15 December 2019

Details: About this role: Do you have a passion for pitching story ideas to media, creating content and love of events and Canberra? We're looking for an experienced Public Relations practitioner to work across events and tourism. Working in the Public Relations and Content team, you will have excellent communication skills, an ability to think outside the box and be able to juggle competing deadlines in a fast-paced. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in public relations, journalism, marketing communications or related disciplines are desired and relevant experience working in Public Relations is required.

Notes: This is a temporary position starting at the end of December for a period of 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 temporary vacancies over the next 12 months. This position works in an activity-based workplace (ABW) where officers do not have a designated workstation/desk.

How to Apply: Submit a pitch of up to four pages addressing the Selection Criteria and your suitability for the role, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Barges (02) 6205 0700 joanne.barges@act.gov.au

Economic Development

Events ACT

Senior Campaign Marketing Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 15643)

Gazetted: 28 November 2019

Closing Date: 12 December 2019

Details: Events ACT are looking to fill the role of Senior Campaign Marketing Officer. The successful candidate will be part of a high performance team working at pace to produce, deliver and evaluate marketing campaigns. As part of the integrated marketing team that works across Events ACT and VisitCanberra, the candidate will be leading and contributing to marketing efforts that seek to grow the ACT economy and add vibrancy to the city. The successful candidate will be passionate about Canberra and its events and tourism offering, and demonstrate a strong ability to bring to life strategic, targeted and effective marketing campaigns. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in marketing, public relations or a related discipline is highly desirable.

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

How to Apply: If you are interested in this role, please submit a current curriculum vitae, two page response to Selection Criteria (maximum) and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Hayes (02) 6207 1925 nicole.hayes@act.gov.au

Commercial Services and Infrastructure

Shared Services

Strategic Finance

Financial Analyst

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 14239)

Gazetted: 02 December 2019

Closing Date: 16 December 2019

Details: Do you want to make a difference to the ACT Community? Do you want to be part of an innovative business and friendly/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Strategic Finance team is looking for you!

Shared Services' vision is to provide efficient, effective services based on accountability and best practice. In this role you will be responsible for a wide range of finance related activities including managing consumption based data and associated reporting ensuring data is accurate and relevant. You will investigate and resolve issues raised in particular those related to service consumption information, processes and invoicing matters.

We are looking for a positive, enthusiastic, innovative and forward-thinking finance professional who does not mind digging into current processes, working with multiple data sets and questioning the status quo searching for potential innovative and effective solutions and improvements. Your enthusiasm, analytical and investigative skills as well as your ability to work with large data sources will ensure your suitability for the role as will very good communication and liaison skills. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in Accounting, Commerce, and Finance or a related field or progression towards these qualifications is highly desirable.

Note: This is a temporary position available for six months. This position is available to ACT Government officers and employees only.

How to Apply: Please submit a curriculum vitae, copies of qualifications and a two page written response demonstrating your suitability against What You Will Do, Professional/Technical Skills and Knowledge, and Behavioural Capabilities required for this role as outlined in the attached Position Description. A referee report will be requested upon completion of the interview process.

Applications should be sent to the Contact Officer.

Contact Officer: Ross Burton (02) 6207 5863 ross.burton@act.gov.au

Economic and Financial Group

Economic and Financial Analysis Branch

Economic and Policy Regulation Unit

Policy Analyst

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 14099)

Gazetted: 04 December 2019

Closing Date: 11 December 2019

Details: Do you enjoy a challenge and want to be part of a high performing team that tackles complex economic policy issues head on? Then we have a fantastic opportunity for you to contribute to achieving great outcomes for the ACT community!

The Economic and Policy Regulation Unit within Treasury is looking for an enthusiastic and committed self-starter to join our team, with an aptitude for undertaking economic analysis and research across a range of complex public policy issues. You will have well developed written and oral communications skills, and a demonstrated ability to achieve results both individually and as part of a team.

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

Eligibility/Other Requirements:

Applicants should:

Have a relevant tertiary degree qualification in economics/commerce finance; and/or

Have some relevant experience in an economics focused policy role; and/or

Be at an advanced stage of completing a relevant economics/commerce/finance based tertiary degree qualification.

Note: While this position is advertised on a full-time basis, applicants who wish to be considered for the role on a part-time basis are welcome to apply. Applicants should indicate in their Expression of Interest if their preference is to undertake the role on a part-time basis. Suitability for appointment to the position part-time will be considered on an individual, case by case basis.

An order of merit may be established from this selection process to fill any future identical vacancies over the next 12 months. The directorate's classification schedules are available at [this link](#).

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

How to Apply: Interested applicants are asked to send:

A copy of their curriculum vitae;

Evidence of relevant qualifications and/or a copy of their academic transcript (compulsory where applicants are still completing their studies);

Contact details for two referees; and an Expression of Interest of up to two pages including relevant examples addressing the Selection Criteria.

Applications should be submitted via the Apply Now button.

Contact Officer: Matthew Smith (02) 6207 6128 matthewc.smith@act.gov.au

Commercial Services and Infrastructure

Property and Venues

Venues Canberra

Operations Assistant

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: C09787)

Gazetted: 28 November 2019

Closing Date: 5 December 2019

Details: Venues Canberra is responsible for the hosting of events at the Territory's major venues including Exhibition Park in Canberra, GIO Stadium, Manuka Oval and Stromlo Forest Park. The position of Operations Assistant is primarily based at GIO Stadium supporting the Venue Manager in event and facility management but will work across other venues as required. The successful applicant will have experience in delivering events and/or functions at medium to large venues. Excellent communication skills are required to work within the team and with major hirers. 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:

Class C driver's licence.

First Aid certificate or the ability to obtain first aid certification.

Ability to obtain white card, forklift, asbestos awareness and working at heights certification.

Ability to perform manual handling tasks.

Availability to work regular after hours, weekend and public holiday duties in support of booked events.

Note: This position is available immediately for up to 12 months on a casual basis and the full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only.

How to Apply: Please supply a written response to the Selection Criteria, curriculum vitae and referee details along with copies of any relevant certificates/licences.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jared Rando (02) 6256 6709 jared.rando@act.gov.au

Macroeconomics Branch

Executive Branch Manager, Macroeconomics

Executive Level 1.3 \$236,451 - \$245,570 depending on current superannuation arrangements, Canberra (PN: E811)

Gazetted: 03 December 2019

Closing Date: 17 December 2019

Details: ACT Treasury, a stream of the Chief Minister, Treasury and Economic Development Directorate, is seeking an experienced economist and manager with strong quantitative skills to fill the position of Executive Branch Manager, Macroeconomic Branch in our Economic and Financial Group.

In the role you will have the opportunity to apply your macroeconomic and revenue forecasting, analysis and/or broader economic policy skills, as you work closely with your team to provide advice to government on a broad range of macroeconomic and revenue matters. You and your team also produce or contribute to a range of ACT government processes and publications, including the budget.

In addition to having a strong macroeconomic framework, we are looking for someone with well-developed written and oral communication skills, including the ability to turn economic and revenue estimates and outcomes into a compelling economic narrative. You will also need to be comfortable presenting complex economic ideas in a clear manner in a range of contexts, including publicly. You will have the opportunity to deal directly with Ministers and their offices and senior leaders in Treasury.

You will also work across the ACT government to ensure advice is informed by the economic context and assist in building economic and quantitative capability. You will need to be able to establish and maintain networks with a wide range of stakeholders, both within the ACT Public Service and across the Commonwealth, states and territories and with the private sector.

In working with your team and others you will be expected to lead by example, have effective interpersonal skills and the ability to motivate others. You will also be part of the senior executive team for Economic and Financial Group, contributing to the broader strategic direction and organisational management of the Group.

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

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

How to Apply: Applications should include an application coversheet, a Curriculum Vitae and a statement of claims against the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Sue Vroombout, sue.vroombout@act.gov.au, (02) 6205 3216

Commercial Services and Infrastructure

Shared Services

Strategic Finance

Senior Director Financial Services, Costings and Internal Assurance

Senior Officer Grade A \$145,048, Canberra (PN: 13330)

Gazetted: 03 December 2019

Closing Date: 18 December 2019

Details: Do you want to make a difference to the ACT Community? Do you want to be part of an innovative business and friendly/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Strategic Finance team is looking for you! Shared Services' vision is to provide efficient, effective services based on accountability and best practice. You will be responsible for managing a wide and diverse range of finance related activities including financial services (i.e. accounts payable and receivable), costing (including billing and revenue forecasting) and internal assurance. You will have relevant experience and excellent team management and leadership skills combined with very good communication skills which will greatly assist you in providing support to your manager, colleagues and team, working in a dynamic and complex cost recovery environment. We want an innovative, forward-thinking professional who does not mind digging into current processes and data and questioning the status quo searching for potential innovative and effective solutions and improvements. Your enthusiasm, analytical skills and forensic potential as well as your experience in leading/managing a team of finance professionals while prioritising workloads will ensure your suitability for the role. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander people, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualification in Accounting/Finance or Audit is required as well as membership and professional accreditation or progress thereto of a peak Australian accounting body such as CPA or CA.

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

How to Apply: The online application form requires a curriculum vitae, copies of qualifications and a two page written response demonstrating your suitability against What You Will Do, Professional/Technical Skills and Knowledge, and Behavioural Capabilities required for this role as outlined in the attached Position Description. A referee report will be requested upon completion of the interview process. To ensure the selection panel can view your application, all documents must be saved in Microsoft Word formats (.docx,doc) or Rich Text Format (.rft). Other formats may not be readable on ACTPS computers and will not be accepted.

Applications should be submitted via the Apply Now button.

Contact Officer: Ross Burton (02) 6207 5863 ross.burton@act.gov.au

Shared Services

Strategic Finance

Senior Director Reporting, Budgeting, Systems and Assets

Senior Officer Grade A \$145,048, Canberra (PN: 14244)

Gazetted: 03 December 2019

Closing Date: 18 December 2019

Details: Do you want to make a difference to the ACT Government? Do you want to be part of an innovative business and friendly team environment/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Strategic Finance team is looking for you! Shared Services' vision is to provide efficient, effective services based on accountability and best practice.

As a Senior Director Reporting, Budgeting, Systems and Assets you will be responsible for managing the functions of and leading the financial reporting, budgeting, systems and assets teams and all other associated correspondence, functions and processes. Additionally, the role is responsible for driving the development, maintenance and implementation of financial policies and procedures relevant to the delivery of services in Shared Services. Ideally, you will have proven experience in leading and managing all aspects of a diverse finance team while working independently and providing direction to team members in order to reach operational goals; have experience in preparing financial reconciliations and using financial information systems and financial reporting tools including TM1 and GBMS; and can effectively liaise in all directions and can communicate very well both orally and in written form. We want an innovative, forward thinking professional who enjoys problem solving, understands financial information and how issues integrate. Your enthusiasm, professionalism, analytical skills and forensic potential as well as your ability to manage and prioritise workloads will ensure your suitability for the role. Eligibility/Other Requirements: Tertiary qualifications in Accounting, Commerce, Finance or a related field is a compulsory requirement, and membership and professional accreditation or progress thereto of a peak Australian accounting body such as NIAA, ASCPA or ICA.

Notes: 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 your curriculum vitae, setting out relevant personal particulars, employment history, qualifications and experience (no more than four to six pages). Please include a two-page Expression of Interest to describe your relevant skills, experience and suitability for the position of Senior Director Reporting, Budgeting, Systems and Assets. Applicants should take into account the stated position requirements/duties, technical knowledge and behavioural capabilities as described in the Position Description to tell us why your skills, knowledge and experience makes you the best person for the job. You should include specific examples of your work where possible.

Applications should be submitted via the Apply Now button below.

Contact Officer: Florence Young (02) 6207 6796 florence.young@act.gov.au

Commercial Services and Infrastructure

Shared Services

Strategic Finance

Director Financial Services and Costings

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 14585)

Gazetted: 02 December 2019

Closing Date: 18 December 2019

Details: Do you want to make a difference to the ACT Community? Do you want to be part of an innovative business and friendly/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Strategic Finance team is looking for you! Shared Services' vision is to provide efficient, effective services based on accountability and best practice. You will be responsible for managing a wide and diverse range of finance related activities including financial services (i.e. accounts payable and receivable) and costing (including billing and revenue forecasting). You will have relevant experience and excellent team management and leadership skills combined with very good communication skills which will greatly assist you in providing support to your managers, colleagues and team, working in a dynamic and complex cost recovery environment. We want an innovative, forward-thinking professional who does not mind digging into current processes and data and questioning the status quo searching for potential innovative and effective solutions and improvements. Your enthusiasm, analytical skills and forensic potential as well as your experience in leading/managing a team of finance professionals while prioritising workloads will ensure your suitability for the role. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander people, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualification in accounting/finance or audit is required as well as membership and professional accreditation or progress thereto of a peak Australian accounting body such as CPA or CA. Current Baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

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

How to Apply: The online application form requires a curriculum vitae, copies of qualifications and a two page written response demonstrating your suitability against What You Will Do, Professional/Technical Skills and Knowledge, and Behavioural Capabilities required for this role as outlined in the attached Position Description. A referee report will be requested upon completion of the interview process. To ensure the selection panel can view your application, all documents must be saved in Microsoft Word formats (.docx,doc) or Rich Text Format (.rft). Other formats may not be readable on ACTPS computers and will not be accepted.

Applications should be submitted via the Apply Now button.

Contact Officer: Ross Burton (02) 6207 5863 ross.burton@act.gov.au

Shared Services

Strategic Finance

Director Reporting and Budgeting

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 01573)

Gazetted: 03 December 2019

Closing Date: 18 December 2019

Details: Do you want to make a difference to the ACT Government? Do you want to be part of an innovative business and friendly team environment/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Strategic Finance team is looking for you! Shared Services' vision is to provide efficient, effective services based on accountability and best practice.

As a Director Reporting and Budgeting, you will be responsible for managing the functions of and leading the financial reporting and budgeting teams and all other associated correspondence, functions and processes. Additionally, the role is responsible for driving the development, maintenance and implementation of financial policies and procedures relevant to the delivery of services in Shared Services. Ideally, you will have proven experience in leading and managing all aspects of a diverse finance team while working independently and providing direction to team members in order to reach operational goals; have experience in preparing financial reconciliations and using financial information systems and financial reporting tools including TM1 and GBMS; and can effectively liaise in all directions and can communicate very well both orally and in written form. We want an innovative, forward thinking professional who enjoys problem solving, understands financial information and how issues integrate. Your enthusiasm, professionalism, analytical skills and forensic potential as well as your ability to manage and prioritise workloads will ensure your suitability for the role. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in Accounting, Commerce, Finance or a related field is a compulsory requirement, and membership and professional accreditation or progress thereto of a peak Australian accounting body such as NIAA, ASCPA or ICA.

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

How to Apply: Please submit your curriculum vitae, setting out relevant personal particulars, employment history, qualifications and experience (no more than four to six pages). Please include a two-page Expression of Interest to describe your relevant skills, experience and suitability for the position of Director Reporting and Budgeting.

Applicants should take into account the stated position requirements/duties, technical knowledge and behavioural capabilities as described in the Position Description to tell us why your skills, knowledge and experience makes you the best person for the job. You should include specific examples of your work where possible.

Applications should be submitted via the Apply Now button below.

Contact Officer: Florence Young (02) 6207 6796 florence.young@act.gov.au

Treasury

Office of the Under Treasurer

Treasury Directorate Liaison Officer (DLO)

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 55315)

Gazetted: 03 December 2019

Closing Date: 16 December 2019

Details: The Treasury stream of the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) seeks Expressions of Interest from permanent ACTPS officers for temporary appointment to the Treasury Directorate Liaison Officer (DLO) position in the Chief Minister/Treasurer's Office. This is a valuable career opportunity. As the DLO represents Treasury among the highest levels of the ACT Government, among Members of the Legislative Assembly and also the community, applicants must possess integrity, sound judgement and excellent communication skills. The successful candidate will have a strong knowledge of Treasury; its role and responsibilities, and will also show exceptional organisation skills. Officers at level or seeking higher duties will be considered.

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

How to Apply: Expressions of Interest from potential candidates should include a supporting statement of no more than two pages outlining experience and/or abilities relative to the Selection Criteria and the duties and responsibilities outlined in the 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: Stephen Miners (02) 6207 5071 stephen.miners@act.gov.au

Revenue Management Group

Business Systems Team

Test Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra)

Gazetted: 02 December 2019

Closing Date: 16 December 2019

Details: The ACT Revenue Office is seeking an experienced Test Manager to lead a small test team within its Business Systems unit. The successful applicant will have experience in a wide range of testing frameworks; strong background in testing digital services; and be a highly effective communicator with both business and ICT professionals alike.

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

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

How to apply: Please provide a written response to the professional/technical skills and knowledge, and behavioural capabilities listed in the "What you Require" section of the selection documentation. A current curriculum vitae and the name and contact details of two referees is also required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Domenic Dichiera, domenic.dichiera@act.gov.au, (02) 6207 0076

Access Canberra

Fair Trading and Compliance

Investigations and Enforcement

Deputy Director

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 39270)

Gazetted: 03 December 2019

Closing Date: 10 December 2019

Details: The Fair Trading and Compliance Branch of Access Canberra consists of several teams responsible for ensuring compliance with regulatory legislation including national consumer protection laws. Some of the substances of the laws we administer include sale of liquor, security industry, unit titles, gaming and racing, working with vulnerable people, and real estate agents. This branch achieves its objectives through a combination of inspections, education and enforcement action. The team uses a risk-based decision-making processes to ensure regulated industries are complying with their obligations and to help promote a safe community. Where serious breaches of the law are identified the team has the expertise to investigate, compile a brief of evidence and ultimately manage the litigation of matters before ACT Courts and Tribunals with the Government Solicitors Office.

Note: This is a temporary position available immediately until 30 June 2020.

How to Apply: To apply, please provide the names of two referees (one of whom has worked as a colleague or worked for you), a current curriculum vitae, and an application of not more than three pages which uses the "Knowledge, Skills, Behaviour" framework to pitch yourself against the duties described.

Applications should be submitted via the Apply Now button.

Contact Officer: Chantel Potter (02) 6207 4780 chantel.potter@act.gov.au

Access Canberra - Construction and Utilities

Construction and Utilities

Utilities Technical Regulation

Senior Engineer (Electrical)

Senior Professional Officer Grade C \$106,043 - \$114,146, Canberra (PN: 20253)

Gazetted: 03 December 2019

Closing Date: 17 December 2019

Details: Utilities Technical Regulation (UTR) within Access Canberra supports the Technical Regulator through provision of advice on a broad range of issues related to the technical regulation of licensed and unlicensed utilities. This ensures that essential services such as electricity, gas and water are delivered to the ACT community in a safe and reliable way. In a dynamic and rapidly changing environment, particularly within the energy sector and with the delivery of light rail, UTR is currently engaged in a range of exciting regulatory and policy initiatives. An electrical engineer, with experience within a utility, renewable energy or light rail context is required to work within a multi-disciplinary team to analyse and recommend resolutions to a range of different technical and regulatory issues. You will be expected to work with a range of regulated energy services including electricity distribution, electricity transmission, larger generators and light rail. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: An electrical engineering degree, or demonstrably relevant engineering degree with electrical expertise.

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

How to Apply: Please submit a two page pitch, outlining your suitability for the role that references your engineering experience and how this is applicable to this role. An up to date curriculum vitae and references must be provided.

Applications should be submitted via the Apply Now button.

Contact Officer: Simon Grice (02) 6205 3078 simon.grice@act.gov.au

Commercial Services and Infrastructure

Shared Services Strategic Business

Business Enablement and Analysis Services

Business Analyst

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45177)

Gazetted: 03 December 2019

Closing Date: 18 December 2019

Details: The Strategic Business branch delivers professional business change services that enable the ACT Government to deliver quality outcomes for the Territory. Key focus areas include: optimising investment through change initiatives; identifying, supporting and enabling multi-directorate solutions; and delivering quality services that enable business areas to realise significant benefits.

The Shared Services Business Enablement and Analysis Services assists ACT Government Directorates identify ICT related solutions to address business needs. The service provides preliminary scoping and assessment, assisting clients to decide on next steps and advising on how to best move forward considering the outcomes of the assessment.

The role of the Business Analyst is to engage with business areas, technical staff and Shared Services customers to produce artefacts that support the scoping and delivery of projects and change 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 for an immediate start for up to 12 months with the possibility of permanency during this time. For this role we are open to discussing the possibility of reduced hours, flexible start and finish times, or compressed hours. Please wait until the job offer stage before asking us about flexibility, and we will explore what's possible for the role. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. The applications should include a curriculum vitae and a two page pitch detailing your most relevant achievements in the last five years and how they relate to this position and its duties and the ability, ingenuity, experience and qualifications making you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Josh Martin (02) 6207 9006 josh.martin@act.gov.au

Office of Director-General

Office for Mental Health and Wellbeing

Suicide Prevention Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45229)

Gazetted: 28 November 2019

Closing Date: 12 December 2019

Details: The Suicide Prevention Officer reports directly to the Coordinator-General for Mental Health and Wellbeing and is responsible for overseeing the coordination and implementation of suicide prevention programs and activities that align with ACT LifeSpan in the ACT Education Directorate. The implementation of the Youth Aware of Mental Health Program across ACT high schools will be a major focus of the role. The successful applicant will have a demonstrated track record of working in a multi-disciplinary team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable.

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

Undergo a pre-employment National Police check.

Note: This is a temporary position available from 6 January 2020 until 30 June 2021 with possibility of permanency.

How to Apply: Please provide a written application against the Selection Criteria and a copy of your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Johnson (02) 5124 9600 natalie.johnson@act.gov.au

Finance and Budget

Senior Analyst

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 05533, several)

Gazetted: 28 November 2019

Closing Date: 12 December 2019

Details: Are you looking for an exciting opportunity to work on a wide breadth of issues in the ACT Government?

Do you want to help develop and manage budgets, develop financial related policy advice for Government or work with a range of statutory related financial reporting issues?

The ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for Senior Analysts to join the team.

The positions provides a great opportunity to see the inside workings of ACT Treasury, and to contribute to delivering the Government's key policy priorities including planning and oversight of investment in infrastructure and government services in the ACT.

The successful applicants will join a small team undertaking a variety of work, such as: review of business cases and reports; undertaking complex research and analysis; developing advice about financial and performance outcomes, cost pressures and unspent funds; identifying service delivery issues in the context of legislative, policy, community and operational drivers; assisting to develop annual budget papers; collaborating on research and analysis projects; and liaising with people in the directorate and in other parts of the ACT Government.

We are looking for applicants who are able to use Microsoft Excel and Word when analysing and reporting on financial, economic, policy and administrative issues. We will help you in learning to use our in-house budget and reporting systems, including TM1. We also need people who are good communicators and team players and/or leaders who are enthusiastic and can work to tight deadlines.

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: Tertiary or post graduate qualifications in relevant areas such as Accounting, Economics, Commerce or Finance are essential. Public policy or business administration skills would also be highly regarded.

Note: A merit pool will be established from the selection process and this may be used to fill similar vacancies over the next twelve months. These positions 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 curriculum vitae, responses to the selection criteria demonstrating why you are the right person for one of these roles and details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mimi Dyll (02) 6207 8611 mimi.dyll@act.gov.au

Community Services

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

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

Inclusion and Participation

Community Relations and Funding Support

Service Funding Support

Senior Contract Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 10685)

Gazetted: 03 December 2019

Closing Date: 6 January 2020

Details: The Community Services Directorate is seeking a dynamic and self motivated person to fill the position of Senior Contract Officer for the Service Funding Support Team. The Senior Contract Officer will be responsible for undertaking a range of activities that support the Directorate's contracts and/or community grants schemes including maintaining, analysing and reporting on individual contracts. This position will require administration with non-government organisations, service funding agreements and the grants program. There will also be a responsibility to manage organisational and directorate compliance with contractual obligation and facilitate the provision of high quality community services. The role involves working in a small team, with the position reporting to the Assistant Manager, Community Relations and Funding Support. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available from 3 February 2020 through to the end of October 2020, with the possibility of extension up to 12 months and/or permanency.

How to Apply: Interested candidates are requested to submit an: application listing their experience against the Selection Criteria; 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: Penny Taylor (02) 6207 8830 penny.taylor@act.gov.au

Office of the Director-General

Executive Office

Executive Assistant

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 19415)

Gazetted: 02 December 2019

Closing Date: 16 December 2019

Details: Are you looking to be a part of a dynamic, fast paced team environment? Do you enjoy your daily routine being changed with just one phone call? The Executive Assistant to the Director-General is part of the Director-General's Executive support unit. This unit is made up of five support staff; the Manager of Organisational Performance and Strategy, the Executive Officer to the Director-General, the Executive Assistant to the Director-General, the Executive Officer to the Deputy Director-General and the Executive Assistant to the Deputy Director-General. Working collaboratively, we provide support to both the Director-General and Deputy Director-General to assist them in providing services to some of the most vulnerable people within our community. We are looking for someone who is a team player, enjoys a challenge and understands the importance of discretion and multi-tasking. We would like someone who can work autonomously and who is willing to step in and help as needed. The successful candidate will proudly demonstrate our Directorate's values: Respect, Integrity, Collaboration and Innovation in their work. If the above sounds like something you are interested in, we want 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.

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

How to Apply: Please submit a maximum two-page statement of claims against the Selection Criteria, a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Everest (02) 6207 6516 rebecca.everest@act.gov.au

Office of Director-General

Organisational Governance

Freedom of Information and Legal Coordination

Freedom of Information Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 36177)

Gazetted: 02 December 2019

Closing Date: 9 December 2019

Details: Community Services Directorate (CSD) is seeking an experienced Freedom of Information Officer (FOI) for its Legal and Coordination Unit. This position is responsible for preparing responses to access applications under the *Freedom of Information Act 2016* by maintaining a high level of confidentiality in all aspects of work. 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: Experience with understanding and interpreting legislation and high-level experience in FOI matters.

Note: This is a temporary position available until 30 June 2020 with possibility of extension up to 12 months. Applicant may be selected from application and referee reports only.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than 2-3 pages outlining their experience and/or ability against the Selection Criteria focusing on FOI experience.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracy Chester (02) 6205 0469 tracy.chester@act.gov.au

Office of the Director - General

Organisational Governance

Freedom of Information and Legal Coordination

Freedom of Information and Administration Officer

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 31293)

Gazetted: 03 December 2019

Closing Date: 10 December 2019

Details: Community Services Directorate (CSD) is seeking a Freedom of Information (FOI) and Administration Officer. This position is responsible for assisting with the processing of FOI Access Applications received by the Directorate's FOI Team under the *Freedom of Information Act 2016*, including maintaining of a database of Access Applications and general administrative work as required. The successful applicant will have strong ability to handle confidential and sensitive information. Experience in FOI is highly desirable. 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, trans-gender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Experience with understanding and interpreting legislation and a level of experience in Freedom of Information matters.

Note: This is a temporary position available until 19 August 2020 with the possibility of extension for up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two to three pages outlining their experience and/or ability against the selection criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracy Chester (02) 6205 0469 tracy.chester@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Deputy Senior Manager, Bimberi Residential Services

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 23730)

Gazetted: 02 December 2019

Closing Date: 18 December 2019

Details: Bimberi Residential Services is seeking a highly motivated and experienced person to fill the position of Deputy Senior Manager. The Deputy Senior Manager is a key leadership role and works as part of the Bimberi Residential Services senior management team to deliver high quality outcomes for young people in detention. The successful applicant will be responsible for the day to day management of the centre and the residential facility as well as monitoring, directing and supervising the delivery of high-quality rehabilitation, case management and operational matters including safety and security processes. The position is also responsible for the continued development of the Integrated Management System (IMS), quality decision making and compliance. The position deputises for the Executive Branch Manager as required.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders, in addition to demonstrating strong leadership and management qualities.

Eligibility/Other Requirements:

Essential qualifications and experience:

Experience in a youth justice management environment or equivalent is desirable, tertiary qualifications in management, welfare, social science or behavioural science is also preferable

Will be required to undertake an on-call component;

Possession of a current driver's licence;

Senior First-Aid Certificate;

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

Desirable qualifications and experience:

Educational, suitability and professional qualification checks will be carried out prior to employment

Note: Applicants will be required to undergo Psychometric Assessment as part of the recruitment process.

How to apply: Please supply a copy of relevant qualifications, certificates and a copy of a current driver's licence and Working With Vulnerable People registration.

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Tina Brendas, tina.brendas@act.gov.au, (02) 6207 3341

Office of Director-General

Organisational Governance

Freedom of Information and Legal Coordination

Senior Freedom of Information and Privacy Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 41146)

Gazetted: 03 December 2019

Closing Date: 10 December 2019

Details: Community Services Directorate (CSD) is seeking a Senior Freedom of Information (FOI) and Privacy Officer for its Freedom of Information and Legal Coordination Unit. This position requires high level experience and a sound understanding of the *Freedom of Information Act 2016*, the *Children and Young People Act 2008*, the *Information Privacy Act 2014*, the *Housing Assistance Act 2007*, the *Territory Records Act 2002*, the *Health Records (Privacy and Access) Act 1997* and legal matters, ability to provide advice on organisational accountability matters, including FOI, privacy, health records and ombudsman matters. 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: High level experience in Freedom of Information, Privacy and Legal Coordination.

Note: This is a temporary position available until 19 December 2020 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two to three pages outlining their experience and/or ability against the Selection Criteria focusing on FOI experience.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracy Chester (02) 6205 0469 tracy.chester@act.gov.au

Cultural Facilities Corporation

Canberra Museum and Gallery

Access and Learning Officer

Professional Officer Level 1 \$68,204 - \$82,771, Canberra (PN: 8527)

Gazetted: 02 December 2019

Closing Date: 18 December 2019

Canberra Museum and Gallery is seeking a talented individual to work in the Access and Learning team in the role of Access and Learning Officer (CMAG). The Access and Learning team is responsible for delivering programs and services to a range of audiences at Canberra Museum and Gallery. The Access and Learning Officer would work as part of this small team developing and delivering programs inspired by the CMAG collection and exhibitions. The successful applicant will have demonstrated experience in providing learning experiences to a range of school groups and experience in the delivery of community programs within a museum/gallery context, and a particular interest in facilitating learning experiences for preschool-aged audiences, who form the bulk of CMAG's education visitors. A demonstrated ability to manage competing tasks, limited resources and work to deadlines is essential. This is a temporary 12 month contract with the possibility of ongoing employment.

Note: This is a part time role at four days per week and the advertised salary will be paid pro rata for part-time hours.

Eligibility/Other Requirements: Qualifications in Teaching and/or a degree or diploma specialising in visual arts are essential, as is a current driver's licence.

How to Apply: Applicants must submit a written statement addressing each of the Selection Criteria and a current curriculum vitae.

Applications should be submitted via the Apply Now button below

Contact Officer: Samantha Rutter 02 6207 7687 samantha.rutter@act.gov.au

Education

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

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

Service Design and Delivery

Learning and Wellbeing Policy and Design

Wellbeing and Inclusion Policy and Service Design

Disability Education Resourcing Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 33682)

Gazetted: 02 December 2019

Closing Date: 16 December 2019

Details: Learning and Wellbeing Policy and Design Branch, Inclusion (Operations) team, has a temporary vacancy for a Disability Education Resourcing Officer. The Resourcing Officer role is key to the work of the team, ensuring accuracy of data management about students eligible for Disability Education programs in ACT public schools.

To be successful in the role you will need to demonstrate deep knowledge of and experience in managing and maintaining complex Excel spreadsheets. You will also be confident in analysing data to provide clear, constructive and timely advice. Stakeholder interactions with you will leave them feeling supported and well-informed.

An understanding of the Disability Standards for Education, and the range of disability support programs offered within ACT Public Schools would be highly regarded.

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

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

Note: The position is available for six months, with the possibility of extension up to less than 12 months. Selection may be based on application and referee reports only. Flexible working arrangements can be negotiated.

How to Apply: Applicants are to submit a two page statement outlining their skills and experience against the Selection Criteria and a current curriculum vitae, including the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elizabeth Glasgow (02) 6207 9994 elizabeth.glasgow@act.gov.au

School Performance and Improvement

South Canberra/Weston School Network

Mount Stromlo High School

Finance and Excursions Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 32377)

Gazetted: 03 December 2019

Closing Date: 10 December 2019

Details: Mount Stromlo High School is seeking a highly motivated person to fill the role of Finance Officer. The successful applicant will maintain the school's financial systems, will assist in the preparations of budgets, monitor expenditure and produce financial reports. They will work with the Deputy Principal to manage Excursions and Activities in SAS. They will possess excellent communication and customer service skills and proven ability to work within a busy work environment with competing demands. The successful applicant will be required to supervise and provide training to administration staff and undertake administrative duties as necessary.

Eligibility/Other Requirements: A thorough understanding of school financial management and affiliated computer systems used.

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

How to Apply: Applicants are asked to supply a written application addressing the selection criteria limiting responses to 350 words 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: Prue Gill (02) 6142 3438 prue.gill@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Melba Copland Secondary School

Classroom Teacher - Secondary Dance and/or Drama

Classroom Teacher \$71,113 - \$106,448, Canberra (PN: 14909)

Gazetted: 03 December 2019

Closing Date: 10 December 2019

Details: Melba Copland Secondary School is seeking a motivated, relationship driven classroom teacher to join our secondary sector from Years 7 - 12. This position is for a qualified Secondary Dance and/or Drama teacher with specific dance or drama qualifications. Potential applicants should have a sound knowledge of the Australian Curriculum and be able to demonstrate their capacity to build effective relationships with students and their families and have a commitment to meeting the academic and social needs of a diverse range of learners. An understanding of the IB MYP framework is also desirable.

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 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 www.accesscanberra.act.gov.au.

Note: Assessment of applicants may be based on application and referee check alone.

How to Apply: Applicants are to provide a curriculum vitae and a two page statement of claims based on the Australian Professional Standards for Teachers. Your two-page statement does not need to address each individual standard, but the general approach typified by the professional practices should be reflected in your response.

Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

Applications should be submitted via the Apply Now button.

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

Contact Officer: Joni Wood (02) 6142 0333 Joni.Wood@ed.act.edu.au

School Performance and Improvement

South and Weston Network

Charles Weston School Coombs

Physical Education Specialist Teacher (Pre - Year 6)

Classroom Teacher \$71,113 - \$106,448, Canberra (PN: 41949)

Gazetted: 02 December 2019

Closing Date: 9 December 2019

Details: Charles Weston School Coombs is an inclusive and culturally diverse P-6 school seeking a qualified full time Physical Education teacher. Our school follows a Positive Behaviour for Learning approach and our staff collaboratively plan using an inquiry pedagogy (Primary Years Programme). The successful applicant will be a member of a specialist resource team. They will need to demonstrate a sound understanding of the Australian Curriculum, have the ability to coordinate school sporting carnivals, use formative assessment and meet the needs of our diverse range of learners.

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

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

How to Apply: Applicants 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: Anne Gummow (02) 6142 0404 anne.gummow@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

Talent Pool

Classroom Teacher - French

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

Gazetted: 28 November 2019

Closing Date: 5 December 2019

Details: French Teachers Primary, Secondary and College

Permanent Roles - Teach in Canberra

In the world's most liveable city - CANBERRA

Well-Funded, Well Planned, Well Resourced - Welcome to Canberra

Join ACT Education as a French teacher. As Australia's best rewarded and most compact school system you can explore all that teaching has to offer in Canberra.

Enseigner à Canberra!!

We are looking for Teachers who specialise in French and want to make a difference and bring their careers to Canberra. The improved lifestyle that comes from living in Canberra won't be the only benefit from the move, your teaching career will also benefit. With great access to professional development, secondments onto projects and

face to face networking opportunities our geographically compact nature means we can deliver more to our Teachers.

Be part of the strategy

The ACT has a landmark strategic plan for the next decade in ACT Education and we'd like you to be a part of it. We call it the *Future of Education* and at its core are the following key principles:

Strengthen systems to focus on equity with quality

Place students at the centre of their learning

Empower teachers, school leaders and other professionals to meet the learning needs of all students

Build strong communities for learning

The ACT Education Directorate has a new Enterprise Agreement continues to support teachers in providing the high-quality teaching and learning that makes the ACT a national leader in education. The new Agreement makes ACT teachers Australia's top paid teachers, however, there is more to the agreement than just attractive pay scales. The Agreement includes a range of excellent working conditions that will further improve our teachers' capacity to deliver high quality educational outcomes for all of our students.

Be rewarded now and into your future

Outside of the classroom there are even more benefits to moving your teaching career to ACT Public Education.

12% salary increase over the life of the new EA

Employer superannuation contributions increasing to 11.5%

An additional employer superannuation contributions of up to 2% when you contribute an additional 3%

Even more benefits to working for us

With Canberra being one of the fastest growing areas in Australia the ACT needs more teachers now and into the future. This growth presents more opportunities to teachers within our unique Directorate:

Within the ACT Education Directorate, you can have a career without needing to move towns every three to five years.

You can drive from one end of town to the other in 40 minutes

Your skills and experience

Demonstrated capacity to develop and deliver effective, engaging and differentiated learning programs within the Australian Curriculum and/or the Board of Senior Secondary Studies.

Proven capacity to work as part of a team and the ability to use own initiative and to work independently.

Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

How to Apply

If you are a Teacher who specialises in French apply today.

Applications should be submitted via the Apply Now button below.

Contact Officer: Wally Arndt (02) 6207 3046 wally.arndt@act.gov.au

School Performance and Improvement

Belconnen School Network

Aranda Primary School

School Administration Assistant

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 41468)

Gazetted: 28 November 2019

Closing Date: 5 December 2019

Details: Aranda Primary School is seeking a highly experienced officer for the position of School Administration Assistant to work in a dynamic, fast paced environment. Under the direction of the Business Manager the successful applicant will undertake a variety of tasks including finance, enrolments and various administrative duties. The successful applicant will have strong customer service and analytical skills and be proficient in the use of a variety of computer applications, databases and spreadsheets with the ability to advise on and implement effective office work practices.

Eligibility/Other Requirements: Mandatory: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Highly Desirable: Working knowledge of

MAZE management systems and financial processes. Working knowledge of School Administration System (SAS).

Desirable: First Aid Certificate or willingness to undertake training.

How to Apply: Applications should address the Selection Criteria with reference to the duty statement.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandra Wrigley (02) 6142 3030 alexandria.wrigley@ed.act.edu.au

School Performance and Improvement

South and Weston Network

Mount Stromlo High School

Students Services Executive Assistant

School Assistant 4 \$64,615 - \$69,965, Canberra (PN: 43595)

Gazetted: 03 December 2019

Closing Date: 10 December 2019

Details: Mount Stromlo High School is a Public 7 – 10 High School. The position sits within a Student Services team, roles include but are not limited to; Executive Assistant to the Deputy Principal and Student Services executive.

Monitoring student attendance, using SAS to send absences daily and following up on students with longer attendance issues. Liaise with a variety of stakeholders to ensure accurate roll marking and records. Communicate effectively with parents, carers, students and teachings. Managing student files and records and manage enrolments.

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

Note: This is a temporary position available 21 January 2020 until 19 July 2020 with possibility of extension up to 12 months and/or permanency. 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: Sue Scott (02) 6142 3432 sue.scott@ed.act.edu.au

School Performance and Improvement

North and Gungahlin Network

Gold Creek School

Director of Community and Partnerships

School Leader B \$143,046, Canberra (PN: 23497)

Gazetted: 03 December 2019

Closing Date: 11 December 2019

Details: The Director of Community Partnerships will be a member of the senior leadership team together with the Principal, Associate Principals, Facilities Manager, Human Resources Manager and Finance Manager. You will provide strategic and operational support to the Principal in the implementation of school improvement plan. You will: Work collaboratively with the DECO and the school psychologist and lead the Student Services team with a focus on inclusive education at Gold Creek School.

Provide leadership and high level professional support to all members of the Preschool to Year 10 school staff, students and families, including information and implementation of current community development opportunities, health and family support programs. The successful applicant will provide one to one support to students and families who are experiencing difficulty with educational programs or at home.

Coordinate and promote partnership initiatives with external agencies, e.g. Gungahlin Community Services, ACT Health and any other appropriate external organisation to deliver relevant and appropriate programs.

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.

Note: This temporary position is backfilling a maternity leave period and is a vacancy of 12 months with possibility of extension. The successful applicant must have the ability to pick up the current program and continue its delivery during this period. Split equally between both primary and secondary sites.

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: Further information about the position is available from Angela Spence, Angela.Spence@ed.act.edu.au, (02) 6142 1301

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

School Performance and Improvement Division

Tuggeranong

Theodore Primary School

Executive Teacher

School Leader C \$122,856, Canberra (PN: 03713)

Gazetted: 28 November 2019

Closing Date: 9 December 2019

Details: Theodore Primary School is a P-6 school located in the Tuggeranong Valley. We are seeking a motivated and collaborative Executive Teacher to join our school. As a member of the school's leadership team, the successful applicant will lead a team of early childhood educators as a Professional Learning Community to improve student learning and wellbeing outcomes. The successful applicant will have a commitment to implementing a whole school approach to Positive Behaviours for Learning (PBL) as well as coaching and mentoring as part of a collaborative team. Knowledge of the Early Years Learning Framework (EYLF) and National Quality Standards (NQS) are highly desirable.

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.

Note: This is a temporary position available from the 27 January 2020 until the 27 January 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: 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: Nathan Pepper (02) 6142 3100 nathan.pepper@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.

System Policy and Reform

Enrolments and Planning

Planning

Deputy Director/Director, Schools Planning

Senior Officer Grade C/Senior Officer Grade B \$106,043 - \$140,596, Canberra (PN: 45846, several)

Gazetted: 03 December 2019

Closing Date: 17 December 2019

Details: The ACT Government school education system is growing at a rapid pace - more than three per cent per annum over the last several years. The ACT Infrastructure Plan was released in October 2019 and committed to investing \$2.1 billion for new schools across Canberra and to modernise and expand existing schools.

The Directorate is seeking to recruit two staff for schools planning at either the Senior Officer Grade C or Senior Officer Grade B level, depending upon experience. The successful applicants will help the Directorate get the planning for this investment right.

This will include developing regional demand studies that will propose a long term response to the areas of Canberra that are experiencing enrolment growth, and helping to identify and deliver sites through the planning and development process.

We are seeking candidates who have initiative, the ability to deliver high quality strategic advice and to communicate effectively. The positions will be working in an environment of change and candidates must show initiative and adaptability. We are open to candidates who have strong general capabilities – a background in education or infrastructure planning is not necessary.

Eligibility/Other Requirements: Tertiary qualifications in economics, planning, demographics or a related discipline would be desirable.

Note: These are temporary positions and will be offered for 12 months, with the potential for 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. This position will be moving to a new workplace designed for activity based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should provide their written response to the Selection Criteria, curriculum vitae and contact details for two referees. Applicants should also identify which level position (SOGC/B) you wish to be considered for.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexander Konovalov (02) 6205 2634 alexander.konovalov@act.gov.au

Environment, Planning and Sustainable Development

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

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

Chief Operating Officer

Finance, Information and Assets

Digital Solutions

Manager Digital Solutions

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 43492)

Gazetted: 03 December 2019

Closing Date: 10 December 2019

Details: We are looking for a highly motivated individual to join the Digital Solutions Team within Environment Planning and Sustainable Development Directorate. The successful applicant will undertake and be responsible for a broad range of tasks and functions of Digital Solutions. Duties include development of policies and procedures, and management of ICT budget and expenditure reconciliation. Demonstrated analytical skills and relevant ICT experience are essential, as is a commitment to improving Digital services. Also required are well-developed liaison, negotiation and collaboration skills.

Eligibility/Other Requirements: Relevant experience or ICT qualifications would be highly regarded.

Note: This is a temporary position available until 28 May 2020. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only. Please review the Role for details about the primary responsibilities for the position. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the responsibilities listed in the Role. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a two page pitch addressing the selection criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be sent to the contact officer.

Contact Officer: Bala Radhakrishnan (02) 6207 6503 bala.radhakrishnan@act.gov.au

Office of the Director General

Engagement and Executive Support

Communications

Graphic Designer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 17713)

Gazetted: 02 December 2019

Closing Date: 16 December 2019

Details: The Environment, Planning and Sustainable Development directorate is seeking a talented graphic designer who has a passion for developing compelling and creative design solutions across both print and digital. As part of a small team, you will be working on branding and design projects that are community-focussed and help to communicate the Directorate's important work to key stakeholders and the Canberra community. You will be responsible for developing and producing high quality visual communications to support outputs across a variety of different media types and channels, including advertising, publications, websites, and social media among other digital and print products. If this sounds like you, we encourage you to apply!

Eligibility/Other Requirements: Tertiary qualifications in Graphic Design or a relevant discipline.

Note: This is a temporary position available from the 1 March 2020 up until 15 January 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: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally-Anne Clark (02) 6207 0825 sally-anne.clark@act.gov.au

Urban Renewal

Strategic Projects and Infrastructure

Director, Urban Renewal Projects

Infrastructure Officer 4 \$125,969 - \$143,118, Canberra (PN: 18988)

Gazetted: 02 December 2019

Closing Date: 9 December 2019

Details: Do you have a passion for cities and sustainable urban renewal and want to play a leading role in how our city is shaped into the future? The Urban Renewal Division of the Environment, Planning and Sustainable Development Directorate is seeking applications for a person with passion and experience in urban renewal to join of our highly skilled and dedicated team of planners, project managers, designers and policy experts.

The Director position will contribute to the planning and delivery of significant urban renewal and revitalisation projects across the ACT and we are looking for someone who thinks strategically and can solve complex problems with enthusiasm and positivity. The Director needs to be a problem solver, able to respond to a changing environment and be knowledgeable about planning and urban renewal.

Applicants should have high level project management skills and experience in relation to planning and land development issues. In addition, experience in government procurement and processes and qualifications in project management, planning, architecture, economics or landscape architecture would be highly valued.

Do you have a passion for cities and sustainable urban renewal and want to play a leading role in how our city is shaped into the future? The Urban Renewal Division of the Environment, Planning and Sustainable Development Directorate is seeking applications for a person with passion and experience in urban renewal to join of our highly skilled and dedicated team of planners, project managers, designers and policy experts.

The Director position will contribute to the planning and delivery of significant urban renewal and revitalisation projects across the ACT and we are looking for someone who thinks strategically and can solve complex problems with enthusiasm and positivity. The Director needs to be a problem solver, able to respond to a changing environment and be knowledgeable about planning and urban renewal.

Applicants should have high level project management skills and experience in relation to planning and land development issues. In addition, experience in government procurement and processes and qualifications in project management, planning, architecture, economics or landscape architecture would be highly valued.

Position Criteria

Skills

Ability to approach urban renewal projects with big picture strategic thinking, taking a long term view to consider a wide range of possibilities and analysing these to draw sound evidence based recommendations and outcomes.

Skills and experience in project managing complex land based projects to deliver key project objectives and within the required time frames and budget, including managing a range of both government and non government stakeholder relationships and multi disciplinary consultant teams

Knowledge

Experience, qualifications, understanding and knowledge of urban renewal and property development processes including project due diligence, business planning, design, delivery, and sales processes.

High level understanding and experience in the following areas: environmental and planning approvals processes, project and contract management, community consultation, financial analysis and control, and high-level reporting.

Behaviour

Ability to build productive networks through establishing and maintaining relationships, diplomatic handling of conflict and an ability to forge partnerships across organisations and agencies.

Proven ability to work both individually and as part of a team to originate action, actively influence outcomes and be self-starting.

Proven ability to add value to the team, Division, EPSDD and ACT Government based on the ACT Government Signature Values and Behaviours and the Directorate culture as described in the Division Overview.

Eligibility/Other Requirements: Tertiary qualifications in Project Management, Economics, Town Planning, Architecture, Landscape Architecture or any other related field are highly desirable.

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

How to Apply: Applicants should submit a two page pitch addressing the Position Criteria and their current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lea Durie (02) 6205 0477 Lea.Durie@act.gov.au

Environment

Parks and Conservation Service

Parks Reserves and Rural Land

Assistant Director - Environmental Offsets

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 34862)

Gazetted: 02 December 2019

Closing Date: 18 December 2019

Details: We are seeking a highly motivated self-driven senior professional officer to oversee a team of staff who coordinate the delivery of key environmental offsets commitments. 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.

Eligibility/Other Requirements: Relevant Tertiary qualifications in Natural and Cultural Resource Management is desirable. Applicants must be willing and physically capable to undertake incident management duties, including participation in fire standby, fire suppression and fire training.

Note: This is a temporary position available up until the 15 November 2020 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. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than two pages, addressing the selection criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stuart Jeffress (02) 6207 8082 stuart.jeffress@act.gov.au

Office of the Director General

Engagement and Executive Support

Communications

Media Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 29256)

Gazetted: 02 December 2019

Closing Date: 9 December 2019

Details: The Environment, Planning and Sustainable Development directorate is seeking a talented media manager who has a passion for developing compelling and creative media content to inform and engage Canberrans. As part of a small team, you will be working on proactive and reactive media and issues management projects that are community-focussed and help to communicate the Directorate's important work to key stakeholders and the Canberra community. You will be responsible for developing and producing high quality media and social media content to support outputs across a variety of different media types and channels. If this sounds like you, we encourage you to apply!

Eligibility/Other Requirements: Tertiary qualifications in journalism, public relations or a relevant discipline.

Note: This is a temporary position available from the 24 February 2020 up until 31 December 2020 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.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally-Anne Clark (02) 6207 0825 sally-anne.clark@act.gov.au

Project Support Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 16046, Several)

Gazetted: 4 December 2019

Closing Date: 18 December 2019

Details: Do you want to play a central role in the ACT's world-leading climate change response? Are you an energetic person who knows how to build effective partnerships with businesses and the community?

The Directorate is seeking Project Officers to fill two positions in the Community Leadership Unit of the Climate Change and Sustainability Division. This team will work with key stakeholders in business and the community building strong partnerships to drive innovation in emissions reduction and climate resilience.

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 drivers licence is required.

Note: The positions are available on a full-time temporary contract until February 2021 with the possibility of extension and/or permanency. Both positions will be backfilling staff maternity leave. Some weekend and after hours work will be required.

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.

Please note, this position will be moving to a new workplace designed for activity-based working (ABW) in 2020.

Under ABW arrangements, officers will not have a designated workstation/desk.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Anita Healey, anita.healey@act.gov.au, (02) 6207 0162

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>

Clinical Services

Mental Health Justice Health Alcohol and Drug Services

Office Chief Psychiatrist

Adult General Psychiatry

Senior Specialist \$222,205, Canberra (PN: 17136)

Gazetted: 05 December 2019

Closing Date: 10 January 2020

Overview of the work area and position: The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. The position will be accountable and responsible to the Clinical Director of the relevant program area through an Individual Learning and Development Plan. The successful applicant will have senior specialist experience in General Psychiatry or Subspecialty areas of Psychiatry, and high-level skills relevant to both inpatient and community services, including the provision of ECT services. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, \$360,864

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA). Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications. Evidence of satisfactory participation on the RANZCP Continuing Professional Development Program. Desirable: o Knowledge of the Mental Health Act 2015 and other related legislation. Current driver licence.

Contact Officer: Dr Denise Riordan, Chief Psychiatrist (02) 5124 1577 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

Clinical Services

Mental Health Justice Health Alcohol and Drug Services

Office Chief Psychiatrist

Adult General Psychiatry

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 17136)

Gazetted: 05 December 2019

Closing Date: 10 January 2020

Overview of the work area and position: The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. The position will be accountable and responsible to the Clinical Director of the relevant program area through an Individual Learning and Development Plan. The successful applicant will have senior specialist experience in General Psychiatry or Subspecialty areas of Psychiatry, and high-level skills relevant to both inpatient and community services, including the provision of ECT services. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$272,410 - \$331,380

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA). Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications. Evidence of satisfactory participation on the RANZCP Continuing Professional Development Program. Desirable: Knowledge of the Mental Health Act 2015 and other related legislation. Current driver licence.

Contact Officer: Dr Denise Riordan, Chief Psychiatrist (02) 5124 1577 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

Clinical Services

Cancer Ambulatory and Community Health Support

Mammography Screening

Radiologist BreastScreen ACT

Visiting Medical Officer (VMO) Sessional & Fee for Service rates, Canberra (PN: n/a)

Gazetted: 05 December 2019

Closing Date: 13 December 2019

Overview of the work area and position: BreastScreen ACT is seeking expressions of interest from experienced BreastScreen radiologists to undertake the role of Program Radiologist - Visiting Medical Officer (VMO) for the ACT. The successful applicant/s will be required to provide holistic, best practice, breast imaging, mammographic screen reading and interventional services for women participating in the BreastScreen ACT program.

BreastScreen ACT currently screens up to 19,500 women per year with an average recall to assessment rate of 5%. The successful candidate/s will be offered a VMO contract in accordance with the provisions of Part 7 of the Health Act 1993. Salary, Remuneration and Conditions: Visiting Medical Officer Sessional & Fee For Service Rates: Visiting Medical Officer Contracts will be for a 3 year term. The generic VMO contract is available online:

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

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA) as a Radiologist with current unconditional registration.

Fellowship of the Royal Australian and New Zealand College of Radiologists or an equivalent specialist qualification. Participate in continuing professional development. Please note prior to commencement successful candidates will be required to: Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Note: Visiting Medical Officer Contracts will be for a 3 year term. The generic VMO contract is available online:

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

Contact Officer: Yvonne Epping (02) 5124 1826 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

Justice and Community Safety

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

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

Corporate

People and Workplace Strategy

Learning and Development Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 42978)

Gazetted: 03 December 2019

Closing Date: 17 December 2019

Details: People and Workplace Strategy are looking for a motivated and well organised person to fill the role of Learning and Development Officer. The successful applicant will be responsible for developing and coordinating training programs initiatives and strategies to enhance workforce capability. The occupant will have the skills and experience in developing quality training materials including eLearning content, that meet the directorate's key training needs. The occupant will have a good knowledge of the learning environment and administrative processes relating to the development and delivery of training programs. The successful applicant will be highly

organised, have good attention to detail, with experience in the provision of administrative support including liaising with external providers, ensuring currency of training materials, timely invoice processing, arranging training facilities and preparation of training materials. The successful applicant will be expected to demonstrate strong administrative capability as well as the ability to prioritise the tasks and a capacity to work as part of a team.

Eligibility/Other Requirements: Relevant experience in development, design, implementation and delivery of courses (including eLearning) is highly desirable.

Note: This is a temporary position available for six months.

How to Apply: Please submit a two page pitch outlining the Professional/Technical Skills and Knowledge and Behavioural Capabilities, a current curriculum vitae and the name and details of two referees.

Contact Officer: Further information about the position is available from Anne Edwards, anne.edwards@act.gov.au, (02) 6205 1034

Corporate

People and Workplace Strategy

Learning and Development Adviser / Domestic and Family Violence Training Project Coordinator

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 45786)

Gazetted: 03 December 2019

Closing Date: 17 December 2019

Details: People and Workplace Strategy are looking for a motivated and well organised person to fill the role of Learning and Development Adviser / Domestic and Family Violence Training Project Coordinator. The Learning and Development Adviser has a dual role of coordinating the implementation of the ACT Government Domestic and Family Violence training across the Directorate and administering training programs offered centrally by the Directorate. The successful applicant will engage with key stakeholders including frontline 24/7 workforces to ensure Domestic and Family Violence training is successfully rolled out across the Directorate. The role includes updating relevant guidance and training materials, providing advice in relation to the training program and resources available, scheduling training in consultation with business units and training providers and evaluating and reporting training progress. The Learning and Development Adviser will also assist with the day to day running and administration of the JACS learning management system (Capability) and organisation of training programs. The successful applicant will be expected to demonstrate strong administrative capability as well as the ability to prioritise the tasks and a capacity to work as part of a 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: Relevant experience in delivering and administering learning and development projects/programs is highly desirable.

Note: This is a temporary position commencing ASAP for six months.

How to Apply: Please submit a two page pitch outlining the Professional/Technical Skills and Knowledge and Behavioural Capabilities, a current curriculum vitae and the name and details of two referees.

Contact Officer: Further information about the position is available from Anne Edwards, anne.edwards@act.gov.au, (02) 6205 1034

ACT Corrective Services

Corporate Services

Training and Development Unit

Senior Training Coordinator and Compliance Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 47895)

Gazetted: 03 December 2019

Closing Date: 17 December 2019

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Senior Training Coordinator and Compliance Officer (SOGC), Training and Development Unit. The successful

applicant will be primarily responsible for activities relating to the ongoing registration, compliance and administration of the agency's Registered Training Organisation (RTO) and any externally funded training programs. It is also responsible for the coordination and quality assurance of training resources for accredited and non-accredited training programs to meet the identified training needs of the agency. In addition, you will establish and maintain effective working relationships with both internal and external stakeholders and prepare complex reports, correspondence and submissions on behalf of the Unit and/or the Training and Development Manager. To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders, in addition to demonstrating strong leadership and management qualities. 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:

Certificate IV or Diploma level qualifications in Training and Assessment or Vocational Education and Training are highly desirable.

A current driver's licence is highly desirable.

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

How to Apply: Applicants are required to submit four items: (1) statement of claims against specified selection criteria; (2) a current curriculum vitae; (3) the names and contact details of two referees (one should be a current Supervisor/Manager); and (4) a copy of your current driver's licence. Please ensure you submit all four items.

Applications should be submitted via the Apply Now button.

Contact Officer: Natalie Jones (02) 6207 1834 natalier.jones@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

Chief Operating Officer Group

Safety and Wellbeing

Safety and Wellbeing Advisor

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 09303)

Gazetted: 04 December 2019

Closing Date: 11 December 2019

Details: Transport Canberra and City Services Safety and Wellbeing team are seeking applications for the position of Director, Safety and Wellbeing.

The Safety and Wellbeing Advisor is required to work individually and as part of a team to assist in the development and implementation of targeted and systematic health and safety initiatives and proactive programs that promote health and wellbeing.

The Safety and Wellbeing Advisor will support the TCCS Safety Management System and work with TCCS Business Units and Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on matters relating to staff Safety and wellbeing matters.

Further information regarding this role can be found in the attached position description.

Eligibility/Other Requirements:

Minimum requirement is a Certificate IV in Workplace Health and Safety.

Driver's licence (C-class) is mandatory

A Certificate IV in Training and Assessment (TAE) and/or qualification/experience in WHS auditing are desirable.

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

How to Apply: Applications should address the Selection Criteria listed in the Position description along with a curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Wickens (02) 6205 5107 anthony.wickens@act.gov.au

City Services

Yarralumla Nursery

Birrigai Outdoor School

Outdoor Education Assistant

Administrative Services Officer Class 2 \$55,934 - \$61,764, Canberra (PN: 21747)

Gazetted: 03 December 2019

Closing Date: 17 December 2019

Details: Join Transport Canberra and City Services (TCCS) 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. We have opportunities available in a wide range of teams, all doing their part to help us achieve our mission of delivering connected services to the people of Canberra. You can help us improve our parks, ponds and public open spaces through horticulture, mowing and maintenance; boost Canberra's sustainability through recycling and waste programs; and help our city be better connected through building and managing roads, footpaths, cycle paths and our integrated public transport network including buses and light rail. You can help us champion literacy and learning through our public libraries, ensure animal welfare and safety through our domestic animal services, and bring your skills to commercial operations that we oversee including Yarralumla Nursery, ACT Public Cemeteries and Capital Linen. We also need those with great technical, business, creative and people skills to help us plan, support and communicate the great work that we do. Join our team of close to 2,000 employees already at work in one of our 50+ locations across Canberra and help us shape our city for tomorrow.

Business Unit Overview

Birrigai was established in 1979 as a jointly sponsored project between the then Department of Territories and the ACT Schools Authority. Birrigai is an ACT Government facility and is currently jointly managed by the Yarralumla Nursery Senior Director TCCS and onsite Principal, Education Directorate (EDU). Birrigai offers a range of outdoor activities, and cultural and environmental education programs to ACT, regional, and national preschool to Year 12 students from both the Government and non-government education sectors. Birrigai also provides services to a range of community and corporate groups. Birrigai is able to offer onsite accommodation for up to 190 people with self or fully catered options. Birrigai is located 2 kilometres from Tidbinbilla nature reserve on Tidbinbilla Road and is 14km from Gordon in the Tuggeranong Valley. The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, safety, excellence and innovation as well demonstrate the related signature behaviours.

Position Overview

A vacancy currently exists for a highly motivated Outdoor Education Assistant in a part time job share capacity. Hours will be determined in accordance with Birrigai's working requirements and the other officer in the role but will be completed across three days per week. The position includes working with Birrigai's qualified teaching staff to set up, pack up and deliver activities while also working to ensure the smooth running of program days. The successful applicant will assist in developing, creating, cleaning and maintaining program resources as directed. Upon group check outs the Outdoor Education Assistant is responsible for cabin inspections and reporting maintenance issues to the administration team to ensure timely repairs. As a member of a small team the role has varied tasks and sometimes competing demands, as such the successful applicant will be flexible, adaptable and able to work under limited direction to complete tasks. Strong communication skills and a positive willing attitude are necessary, enabling the successful applicant to work within numerous areas and small teams on the site.

Eligibility/Other Requirements:

Manual Drivers Licence (C-class) is mandatory with ability to facilitate own travel to site

Ability to work outside rostered hours as necessary.

Current First Aid Qualification or ability to gain prior to commencement

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

Note: This is a temporary position available from 27 January 2020 until 27 January 2021. This position is part-time at 18 hours per week and the full-time salary noted above will be pro-rata.

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.

Contact Officer: Peter Kent (02) 6205 2005 peter.kent@ed.act.edu.au

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

Chief Operating Office

Governance and Ministerial Services

Governance

Assistant Director, Quality Management

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 32546)

Gazetted: 03 December 2019

Closing Date: 17 December 2019

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

We are seeking applications from highly motivated and goal orientated people to fill the role of Assistant Director, Quality Management which sits with in the Governance team and is responsible for developing and managing a quality management system for Transport Canberra and City Services (TCCS) to ensure that it meets specific quality objectives in decision making to create a culture of continuous improvement.

Ideally, you will have experience in the development and implementation of a quality management system or similar, well developed leadership and management skills, ability to identify quality management needs and assist in the delivery and management of related projects and priorities, ability to negotiate with influence, manage a project through to delivery and implementation, understand and work within a Government policy, legislative and operating context, think strategically, be innovative and achieve results.

The successful candidate will be part of a positive and high-performing team, and will be able to contribute to the Governance team outcomes of developing and implementing governance systems and policies that cover and support the full range of TCCS business activities.

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, or demonstrated experience in an associated discipline, is highly desirable.

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

How to Apply: Applicants are asked to supply a written response of no more than 2 pages addressing the Selection Criteria and a curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Wilson (02) 6205 3404 chris.wilson@act.gov.au

Roads and Transport

Transport Canberra

Tuggeranong Depot

Depot Transport Officer

Transport Officer Grade 3 - ACTION \$100,490, Canberra (PN: A11722)

Gazetted: 02 December 2019

Closing Date: 9 December 2019

Details: Transport Canberra and City Services (TCCS) are seeking an experienced person in public transport operations with the ability to work effectively in a time pressured environment to perform the role of a Depot Transport Officer. The Depot Transport Officer is a key member of TCCS depot operations team and is responsible for the dispatching and coordinating driver and bus resources to achieve network operational requirements. The

Depot Transport Officer has the responsibility of making decisions, often independently, on how to manage and resolve a wide range of rostering, resource management and incidents that affect the depots resources and/or the operational network.

Eligibility/Other Requirements: An understanding of the requirements of working in an industrial organisation will be well regarded. Knowledge of the Public Transport Industry, specifically bus operations.

Note: Ability to work rostered weekend shifts.

How to Apply: Please respond to each of the Selection Criteria, each response should be no longer than one page.

Applications should be submitted via the Apply Now button below.

Contact Officer: Wayne Lange (02) 6207 7818 wayne.lange@act.gov.au

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

Canberra Health Services

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

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

Allied Health

Allied Health Adviser

Senior Director Allied Health

Health Professional Level 6 \$145,048, Canberra (PN: 45533)

Gazetted: 05 December 2019

Closing Date: 17 December 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

Overview of the Work Area and Position

Under the broad direction of the Executive Director, Allied Health, it is expected that the Senior Director will play a key role in planning and continuous improvement for the Division. The Senior Director will have responsibility for ensuring divisional management and compliance for operational matters such as human resources management, contract management, financial management, government business, and provide support and advice to the Executive Director and other managers and Senior Executives within CHS. The Senior Director will provide outstanding leadership, strategic approach, communicate professionally and work with flexibility, efficiency, and diplomacy.

Eligibility/Other Requirements:

Desirable:

Previous experience managing senior allied health within a large health care setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for 12 months.

Contact Officer: Lisa Gilmore (02) 5124 8020 lisa.gilmore@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Care

Community Care

Nurse Manager

Registered Nurse Level 4.1 \$120,730, Canberra (PN: 28537)

Gazetted: 05 December 2019

Closing Date: 11 December 2019

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and 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, Community Health Centres, Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values: Reliable, Progressive, Respectful and Kind.

RACS has recently established the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Hospital (UCH) is part of Canberra Health Services planned network of health facilities designed to meet the needs of our ageing and growing population.

Rehabilitation, Aged and Community Services work collaboratively with individuals, carers and other services within and external to Canberra Health Services.

A Nurse Manager within the Community Care Program, RACS, manages one of five community nursing teams within the ACT. The teams provide community nursing services to patients with a broad range of needs across the ACT community.

Nurses interested in working as a Nurse Manager within the Community Care Program should have a demonstrated ability to provide effective leadership, promote high quality health outcomes in a complex nursing service and manage financial, physical and human resources. Previous community nursing experience would be advantageous.

Eligibility/Other Requirements:

Mandatory:

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

Hold a Current driver's licence.

Desirable:

Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and/or community health applicable to the position.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check,

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

Contact Officer: Tami Murrells (02) 5124 1594 tami.murrells@act.gov.au

Clinical Services

University of Canberra Hospital

Centre for Rehabilitation

Leadership Coach

Registered Nurse Level 4.1 \$120,730, Canberra (PN: 42993)

Gazetted: 05 December 2019

Closing Date: 12 December 2019

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and 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 (UCH), Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first purpose built; sub-acute rehabilitation hospital located on the grounds of the University of Canberra. UCH supports people recovering from surgery, injury, or experiencing mental illness and is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. The RACS Leadership Coach will contribute to enhancing Canberra Health Services organisational culture to provide improved patient experience, clinical outcomes and staff satisfaction. The role will assist with the implementation of the Sturdier Leadership Framework and will work one day per week with the Executive Team, internal and external stakeholders to consult on the project's initiatives. This position will report directly to the Director of Nursing, RACS. Managers at CHS are an integral part of the health care service team, this role will provide leadership and direction to the dedicated staffing group.

Qualifications and experience:

Mandatory:

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

Essential:

Experience working in a large health care service.

Advanced verbal and written communication.

Knowledge and experience in continuous quality improvement.

Strong analytical and conceptual skills with excellent attention to detail.

High level computer skill including Microsoft Word, Outlook and PowerPoint.

Ability to travel across CHS campuses to provide support and coaching to RACS managers (initially nursing managers).

Desirable:

Hold a current driver's licence.

Knowledge of National Safety and Quality Health Service Standards.

Knowledge and experience in leadership and/or management roles.

Experience in project planning and implementation.

Prior to commencement the successful candidate will be required to:

Undergo a pre-employment National Police check.

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

Note: This is a part-time temporary position available at 8 hours per week and the full-time salary noted above will be paid pro-rata. The successful applicant will be required to work one day per week across the UCH and TCH campuses. Selection may be based on written application and referee reports only.

Contact Officer: Rhonda Maher (02) 5124 8566 rhonda.maher@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Manager

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 25541)

Gazetted: 05 December 2019

Closing Date: 18 December 2019

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

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

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

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

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

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

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

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the work area and position:

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

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

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

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

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

The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing 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 MoC will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care.

The position reports to a Team Leader and Senior Clinician who are both based on site in the health centre. The position is supported by a cohesive multidisciplinary team, including other Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists and 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).

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 National Police check.

Note:

This is a temporary position available for 12 months.

Contact Officer: Graham Twycross (02) 6205 1477 graham.twycross@act.gov.au

Office of the CEO

Clinical Trials Staff

Clinical Trials Co-ordinator

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 33480, several)

Gazetted: 05 December 2019

Closing Date: 20 December 2019

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 Haematology Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. The number of participants in each trial varies from approximately 1 to 20 participants. These trials are either Pharmaceutical

Sponsored trials, Registries, Investigator Led trials or Collaborative Studies that are funded by grants such as the Australasian Leukaemia and Lymphoma Group (ALLG).

The Clinical Trials Co-ordinators provide key support to and coordination of clinical research projects undertaken by the Haematology Clinical Trials Unit at Canberra Hospital. The projects will vary and may involve the evaluation of novel therapies in Phase 3, 2 and 1 Trials in the fields of malignant and non-malignant Haematology. The main responsibilities of the Clinical Trials Coordinator will be to act as “key” person for all aspects of the planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration with other clinical trial staff as well as co-ordinating patient care. They will act as a contact person responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. Their work is under the general direction of the Director of Haematology Clinical Trials, the Clinical Haematologists and the Clinical Trials Manager.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Academic knowledge or practical experience of clinical trials coordination.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

There are three temporary positions available for a period of 12 months, with the possibility of extension. The option to work part time will be considered. Hours of work are flexible. A merit list may be established to fill identical positions which may arise within the next 12 months.

Contact Officer: Katherine Johnson (02) 5124 2811 katherine.johnson@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Care

RACS Nursing

Veteran Liaison Officer

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 11095)

Gazetted: 05 December 2019

Closing Date: 13 December 2019

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the work area and position:

Rehabilitation, Aged and Community Care (RACS) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah.

We are looking for enthusiastic and experienced nurses to fill positions at the RN L2 level in the Veteran Liaison lounge caring and supporting Veteran in CHS and UCH.

To be a dynamic Registered Nurse with excellent communication and liaison skills is required to provide high level support consistently and competently to Veterans patients admitted to the Canberra Hospital or The University of Canberra Hospital.

Eligibility/Other Requirements:

Mandatory:

Registered or eligible for registration as a General Nurse with the ACT Nursing and Midwifery Board.

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

Undergo a pre-employment National Police check.

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

Notes: This is a temporary position with the possibility of extension and/or permanency. The successful candidates may be selected based on application and referee report only.

Contact Officer: Chris Mead (02) 6204 3035 chris.mead@act.gov.au

Nursing

Cancer and Ambulatory Support

Registered Nurse

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 13372, several)

Gazetted: 05 December 2019

Closing Date: 16 December 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

Overview of the Work Area and Position

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings.

14B is a 22 bed haematology, medical and radiation oncology ward incorporating all patients from diagnosis to end of life care. We have a strong core staff and would like to expand this with committed, compassionate and dedicated staff that can retain their humour and fun side in a very acute setting. The Registered Nurse Level 2 provides a coordinated approach to patient's assessment and planning and delivery of care for complex Haematological diagnosis. The Registered Nurse Level 2 will be credentialed in chemotherapy administration and education.

Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management across CHS. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

A current Antineoplastic Drug Administration Course (ADAC) certificate is highly desirable

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a permanent position, fulltime or part time will be considered. Shift work on a rotating roster including night duty

Contact Officer: Susan Langdon (02) 5124 3396 sue.langdon@act.gov.au

People and Culture

Workforce Capability

Manual Tasks and PART Educator

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 31924)

Gazetted: 05 December 2019

Closing Date: 12 December 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

Overview of the Work Area and Position

People and Culture provides (P&C) HR services directly and through partnership with ACT Government Shared Services. The services provided range from recruitment, employee relations, workplace health, training and education. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with government and non-government service providers to ensure the best possible outcomes for staff. The Division answers to the CEO, Canberra Health Services and delivers services at a number of locations. These services include: Executive Office, industrial relations, workforce innovation and projects, Organisational Development-leadership and cultural education and training, Employment Services - employee relations, recruitment, workplace health advisory and workplace inclusion, Staff Development Unit, - orientation, manual tasks, graduate nurse programs, e-learning, learning management system, reporting, work experience, life support programs and clinical education programs.

Staff Development Unit (SDU) is the largest area of training within Canberra Health Services (CHS), reporting to the Executive Group Manager of People and Culture. SDU is located on the Canberra Hospital Campus and provides a key coordination role for learning and development (L&D) in CHS. SDU provides education and training for clinical, technical, and administrative staff in a broad range of programs which are based on the needs of the organisation as well as valuing the needs of staff. SDU develops the eLearning for most of the organisation and manages the learning management system, reporting and policies for the majority of education/training in Canberra Health Services.

In this position, you will work as part of a team providing a range of manual tasks courses for staff in a variety of clinical and non-clinical settings. The role also includes providing programs on management of violence and aggression (currently the PART program) across CHS. You will engage with work areas to consult on training, provide workplace support and advice on manual tasks, and implement compliance audits.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Current driver's licence

Contact Officer: Karen O'Brien (02) 5124 2437 karen.obrien@act.gov.au

Clinical Support Services

Sterilising Services

Training Officer, Sterilising Services

Technical Officer Level 3 \$72,989 - \$82,486, Canberra (PN: 11741)

Gazetted: 05 December 2019

Closing Date: 21 December 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

Overview of the Work Area and Position

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

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

SS is organised into the following functional areas:

SS at Mitchell, including management and administration

Sterilising Unit at CH

Sterilising Unit at CPHB

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

Eligibility/Other Requirements:

Highly desirable:

Certificate III in Sterilising and certificate IV training and assessment.

Adept in the use of Microsoft Office and IT support systems.

Experience in working with healthcare setting

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Aishwarya Konakalla (02) 5124 2283 aishwarya.konakalla@act.gov.au

Medical Services

Imaging

Imaging Services Admin

Administration Supervisor

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 18527)

Gazetted: 05 December 2019

Closing Date: 12 December 2019

Details: Our Vision: creating exceptional health care together

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

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Overview of the Work Area and Position

The Medical Imaging Department is a Diagnostic Unit within the Canberra Hospital.

Our service is committed to providing state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

Under direction of the Administration Manager, you will play a key role in supervising of the administration team to achieve superior business outcomes including maintaining policies and procedures. You will be required to liaise with internal and external stakeholders

Eligibility/Other Requirements:

Mandatory:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for 10 months with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Natasha Lawrence (02) 5124 2798 natasha.lawrence@act.gov.au

Finance and Business Intelligence

Revenue Data

Patient Accounts

Billing and Debt Recovery Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 02951)

Gazetted: 05 December 2019

Closing Date: 11 December 2019

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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Overview of the work area and position:

The position will provide high-level support to the Patient Accounts, Patient Billing and Debt Recovery team and be required to have a high level of skills in time management, data integrity, customer focused communication and the ability to work independently and as part of a team to resolve debt owed to the Health Directorate.

The successful applicant will be required to communicate, negotiate and liaise with a range of internal and external stakeholders including, but not limited to patients, insurance companies, solicitors, employers, outpatient clinics and debtors. They will also be required to screen incoming phone calls and correspondence, support the revenue data team, provide debt recovery and invoicing functions and provide administration assistance as necessary. Applicants will need to be enthusiastic and have excellent interpersonal skills, have a strong willingness to learn and understand billing in a public health environment and have experience in the use of hospital based IT system such as ACTPAS .

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary part-time position available for 12 months at 16.5 hours per week. Part-time hours and days are flexible. The salary noted will be paid pro rata for part-time hours.

Contact Officer: Jason McNamara (02) 5124 9034 jasonw.mcnamara@act.gov.au

Rehabilitation Aged, and Community Services

Allied Health

Physiotherapist

Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 25539, several)

Gazetted: 05 December 2019

Closing Date: 18 December 2019

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

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Overview of the work area and position:

The RACS Physiotherapy and Exercise Physiology service is a dynamic team of physiotherapists, exercise physiologists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, and chronic conditions within an acute, sub-acute inpatient and hydrotherapy setting.

Physiotherapists will be offered the opportunity to rotate through the variety of Physiotherapy positions within RACS services, based at multiple locations. These include University of Canberra Hospital, inpatient, day and

ambulatory services, Aged Care services at The Canberra Hospital, Transitional Therapy and Care Program and Community health centres across the ACT.

Under professional supervision, Physiotherapists are responsible for the provision of physiotherapy services in individual or group-based sessions, delivering high quality patient centred care and positive patient outcomes. RACS provides access to a number of professional development activities to support learning.

Eligibility/Other Requirements:

Mandatory:

Degree in Physiotherapy.

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

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

Note:

There is one permanent full-time and multiple temporary full-time vacancies available from this recruitment. A merit list will be established for future permanent, temporary and casual position appointment within the next 12 months. This round may be used to appoint part time and/or casual positions at level. This position will be required to work flexibly across services/locations and may be required to participate in an on-call and weekend roster.

Contact Officer: Jacqui Taylor (02) 5124 0155 jacqui.taylor@act.gov.au

Clinical Services

Medicine

Cardiology

EP Administration Officer

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 43189)

Gazetted: 05 December 2019

Closing Date: 18 December 2019

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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 Cardiology Department is the tertiary diagnostic and therapeutic centre for acute and chronic cardiac diseases for the people of the ACT and surrounding NSW region.

This position assists the Cardiac Electrophysiology (EP) Administrator to standardise information management systems within the EP Service, develop framework and standard operating procedures, undertake booking and scheduling of procedures, diary management and general administrative duties. The successful applicant will need

to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, intelligence and common sense.

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/or permanency.

Contact Officer: Leticia Sullivan (02) 5124 8199 leticia.sullivan@act.gov.au

Clinical Services

Women, Youth and Children

Paediatrics

PA Paediatrics

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 19752)

Gazetted: 05 December 2019

Closing Date: 16 December 2019

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

Overview of the work area and position

The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary healthcare services. The provision of services is based on a family-centred, multidisciplinary approach to care in partnership with the consumer and other service providers.

Paediatrics at Canberra Hospital (PatCH), collocated within the Centenary Hospital for Women, Youth and Children, can cater for up to 50 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department.

There is also a tertiary accredited Level 5 NICU. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Endocrinology and Paediatric Surgery. The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney.

Under broad direction of the Operations Manager, the Administrative Support Officer role provides administrative support for a number of stakeholders and services within the department of Paediatrics. The Administrative Support Officer is responsible for preparing a range of correspondence, diary and inbox management, providing secretariat support to committees manage meeting room bookings, assisting with human resource and financial management functions as well as other general administrative duties.

Eligibility/Other Requirements:

Desirable:

Previous experience using HP Records Manager 8 (aka. TRIM).

Previous experience working in the health sector.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Stephanie Edwards (02) 5124 7491 stephanie.a.edwards@act.gov.au

Medical Services

Pathology

Calvary

Specimen Reception Team Leader

Technical Officer Level 2 \$62,521 - \$71,593, Canberra (PN: 38738)

Gazetted: 05 December 2019

Closing Date: 13 December 2019

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Overview of the Work Area and Position

ACT Pathology is a division of the Canberra Health Service offering a diagnostic Pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and branch laboratory is located at the Calvary Hospital.

The successful applicant will be based in the Calvary laboratory specimen reception area and under broad direction from the senior management team will be responsible for the supervision of administrative and technical support services of the Specimen Reception Area of the laboratory.

Eligibility/Other Requirements:

Mandatory:

- An associate diploma and/or Bachelor of Medical Laboratory Science or equivalent.

Desirable:

- Tertiary qualifications in Medical Science and eligibility for membership of the appropriate professional organisation.

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary full-time position for approximately ten months with the possibility of extension and/or permanency. There will be a requirement for some shift/after-hours work.

Contact Officer: Mary Brun (02) 5124 3704 mary.brun@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health Services

New Graduate Occupational Therapist

Health Professional Level 1 \$61,160 - \$80,129, Canberra (PN: 11092, several)

Gazetted: 05 December 2019

Closing Date: 15 December 2019

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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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:

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

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, 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 (CAMHS)
- Dhulwa Mental Health Unit
- Justice Health Services, and
- Rehabilitation and Specialty Mental Health Services

An exciting opportunity exists for entry into the Occupational Therapy New Graduate Program for the Mental Health, Justice Health and Alcohol and Drug Services Division.

Eligibility/Other Requirements:

Mandatory:

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

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

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

Note:

These are temporary positions available for 12 months with a possibility of permanency. The pay rate will be \$70,347. This position(s) may be required to participate in an overtime, on call, and/or rotation roster. This position(s) may be required to participate in an overtime, on call, and/or rotation roster. The role/s will provide a range of assessment and treatment services to assist people in the ACT that present with mental health concerns. The new graduate program will provide professional development and clinical supervision to support development of occupational therapy skills and professional identity.

Contact Officer: Rebecca Phillips (02) 5124 1664 rebecca.phillips@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Service

Child and Adolescent Mental Health Service (CAMHS)

Health Professional Level 1

Health Professional Level 1 \$61,160 - \$80,129, Canberra (PN: 27102)

Gazetted: 05 December 2019

Closing Date: 18 December 2019

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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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:

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. This role will be to conduct assessment and clinically manage children and young people with mental health issues and to facilitate group work. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. CAMHS offer a comprehensive range of professional development opportunities with access to internal and external training opportunities and regular clinical supervision to further develop and embed clinical practice within a recovery orientated framework. There is the potential to gain permanent positions within CAMHS.

Eligibility/Other Requirements

Mandatory:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

Must hold a current driver's licence.

For Psychology:

Be registered or be eligible for general registration with Australian Health Practitioner.

Hold an area of practice endorsement in Clinical Psychology (if clinical psychologist)

Must hold a current driver's licence.

For Social Work:

Degree in Social Work

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

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

Must hold a current driver's licence.

Prior to commencement successful candidates will be required to:

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

Comply with Canberra Health Services occupational screening requirements related to immunisation.

Undergo a pre-employment National Police check

Note: This is a temporary position available immediately for a period of 12 months. Successful candidates will be required to be available to work within all program areas of CAMHS as service needs arise and be available for weekend and on call work when necessary. An Order of Merit may be used to fill future identical full time temporary vacancies in either the North or South Community Teams within a 12 month period. Selection may be based on written application and referee reports only.

Contact Officer: Kalvinder Bains (02) 5124 3255 kalvinder.bains@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services

New Graduate Social Worker

Health Professional Level 1 \$61,160 - \$80,129, Canberra (PN: 21948, several)

Gazetted: 05 December 2019

Closing Date: 15 December 2019

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

Overview of the work area and position:

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

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, 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 (CAMHS)

Dhulwa Mental Health Unit

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

An exciting opportunity exists for entry into the Social Work New Graduate Program for the Mental Health, Justice Health and Alcohol & Drug Services Division.

The successful applicant/s will be employed as a Health Professional Level 1 for 12 months. The role/s will provide a range of assessment and treatment services to assist people in the ACT that present with mental health concerns. The New Graduate Program will provide professional development and clinical supervision to support

the development of social work skills and professional identity in line with the Australian Association of Social Workers standards.

Eligibility/Other Requirements:

Mandatory:

Degree in Social Work,

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

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

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

Note:

These are temporary positions available for 12 months with the possibility of permanency. The pay rate will be \$70,347. This position(s) may be required to participate in an overtime, on call, and/or rotation roster. This position(s) may be required to participate in an overtime, on call, and/or rotation roster.

Contact Officer: Rosy Winter (02) 5124 1768 rosy.winter@act.gov.au

Allied Health

Acute Allied Health Services

Nutrition

New Graduate Dietitian

Health Professional Level 1 \$61,160 - \$80,129, Canberra (PN: 17383, several)

Gazetted: 05 December 2019

Closing Date: 18 December 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

Overview of the Work Area and Position

The Canberra Hospital Nutrition Department invites applications from enthusiastic and new graduate dietitians from the 2019 graduating year. An opportunity exists to launch your clinical dietetic career with two temporary new graduate positions available during 2020. The successful applicants will work in a dynamic nutrition department that provides a range of tertiary hospital nutrition services to inpatients and outpatients of the Canberra Hospital. Duties include dietary assessment, nutrition care planning, nutrition counselling and monitoring within a multi-disciplinary team environment. In addition they will be required to participate in the planning and delivery of education programs to staff and client groups and quality improvement initiatives. Canberra Health Services has a commitment to professional development and is actively involved in teaching and training activities.

Eligibility/Other Requirements:

Mandatory:

Degree or Postgraduate qualifications in Nutrition and Dietetics or equivalent.

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

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).

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

Note:

There are two temporary positions available for a period of up to 13 months. A merit list will be established which may be used to fill future temporary full-time/part-time positions at level, which may occur over the next 12 months. This position(s) may be required to participate in overtime, on call, and/or rotation roster.

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

Clinical Services

Medicine

Respiratory and Sleep Medicine

Administration Officer - Respiratory and Sleep Medicine

Administrative Services Officer Class 2 \$55,934 - \$61,764, Canberra (PN: 21066)

Gazetted: 05 December 2019

Closing Date: 11 December 2019

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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:

This position provides administrative front reception support to the Sleep and Respiratory outpatient department by assisting with consumers appointments, management of referrals and the booking and scheduling of appointments, as well as other general administrative duties.

Outpatient Services (Ambulatory Care) includes all health services provided without the need for admission to hospital. A wide range of services are offered in Medicine Ambulatory Care settings including assessment and follow up appointments which allow clients to better manage acute and chronic conditions while reducing the reliance on hospitals.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temp position available for nine months with the possibility of extension and/or permanency.

Contact Officer: Leticia Sullivan (02) 5124 8199 leticia.sullivan@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Community Care Program

Allied Health Assistant - Podiatry

Allied Health Assistant 2 (Qualified) \$52,820 - \$58,807 (up to 60,556 depending on qualification level), Canberra (PN: 33820)

Gazetted: 05 December 2019

Closing Date: 20 December 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

Overview of the work area and position:

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

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

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

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

Under indirect supervision of the Community Care Podiatry Manager, the Podiatry Assistant is responsible for providing basic foot care to low risk clients; be involved in health promotion activities; assist with nail surgery; make and modify non moulded orthoses; maintain stock levels; and perform some general administrative tasks. You will also be required to work under the direction of health professionals. The service provides clinics across the ACT and you will be required to work from different health centres.

Eligibility/Other Requirements:

Mandatory:

Certificate IV in Allied Health Assistance with Podiatry modules attained,

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

Current unrestricted driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This is a temporary position available for 12 months with the possibility of extension. This position is part-time at (29.4) hours per week and the full-time salary noted above will be pro-rata. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only.

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

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Service (CAMHS)

Senior Manager

Health Professional Level 5 \$124,891 - \$140,596, Canberra (PN: 19645)

Gazetted: 05 December 2019

Closing Date: 12 December 2019

Canberra Health Services is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Overview of the work area and position

The senior management position oversees the Childhood Early Intervention Program, the Specialist Youth Mental Health Outreach Program, and Child and Adolescent Mental Health Services (CAMHS) Carer and Consumer Participation. These programs sit within Child and Adolescent Mental Health Services. The teams consist of Social Workers, Occupational Therapist, Psychologist, Registered Nurses, Nurse Practitioner, Carer Consultant, and Allied Health Assistant and psychiatry. These programs provide specialist assessment, treatment, assertive outreach, and secondary consultation and close liaison with the Department of Education, Australian National University and youth services. The Childhood Early Intervention Program works with primary schools within the ACT. The Specialist Youth Mental Health Outreach works with young people aged 14 to 25 who are experiencing first episode psychosis; suffer from severe anxiety and or depression and are marginalised with significant barriers to accessing office based treatment and mental health care. As a senior manager, the Health Professional Officer 5 works to the CAMHS Operational Director and CAMHS Clinical Director on strategic input and support for Divisional and organisational goals. The Health Professional Officer 5 ensures the effective and efficient delivery of Child and Adolescent Mental Health Services in these programs.

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.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with Canberra Health Services credentialing requirements for allied health.

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

Note

This is a temporary position available for a period of 18 months.

Contact Officer: Catherine Furner (02) 6205 1756 catherine.furner@act.gov.au

People and Culture

Workforce Relations and Business Partnerships

Human Resources Business Partner

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 45283)

Gazetted: 05 December 2019

Closing Date: 18 December 2019

Details: Are you a proactive, motivated Human Resource (HR) professional with a passion for providing an integrated and client focused approach? You may be who we are looking for! We are looking for an enthusiastic and experienced HR Business Partner to join an innovative and professional team. The successful applicant will provide business focused strategic HR advice to line managers and Executives within the Canberra Health Services. This position is responsible for building capacity within leadership teams, supporting Executive Directors, Managers and Clinical Leaders to develop, implement and lead HR Strategies.

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

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

- The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- Three Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and 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 People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS. Working closely with CHS Divisions, the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including people policy and strategies, change management, human resource management, organisational development, diversity and inclusion, general clinical and leadership training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

Overview of the work area and position

Business Partners will work closely with their allocated executive and management teams to deliver integrated Human Resources (HR) and people development strategies, to assist the Canberra Health Services in achieving an engaged and high performing workforce. Working as a member of the People and Culture team, the HR Business Partner will provide business focused strategic HR advice to line managers and Executives within the Canberra Health Services. This position is responsible for building capacity within leadership teams, supporting Executive Directors, managers and clinical leaders to develop, implement and lead HR Strategies, and interpreting CHS strategic plans to the local level. This position plays a critical role brokering HR services from the 'Centres of Expertise', to provide an integrated and client focused approach, managing client relationships on behalf of the Division. Critical to the success of the Business Partnership team is the ability to balance the need for consistency, and the importance of local, responsive and flexible approaches to HR services, advocating for and on behalf of the client, while representing the interests of the People and Culture Division.

Eligibility/Other Requirements

Mandatory:

Permanent Resident of Australia, or relevant visa with entitlements to work.

Desirable:

Degree qualification in related field or equivalent experience

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Jim Tosh (02) 5124 9622 jim.tosh@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Alcohol and Drug Services

Senior Project Officer, Alcohol and Drug Services

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 45718)

Gazetted: 05 December 2019

Closing Date: 18 December 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

Overview of the Work Area and Position

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

Opioid Treatment Services

Medical Services,

Consultation and Liaison Service,

10 bed Inpatient Withdrawal Service

Police and Court Drug Diversion Service

Counselling and Treatment Services

The Project Officer position is a full time temporary role and will be responsible for undertaking an internal review of the ADS current service demand particularly related to the ADS Police and Court Drug Diversion Service including CADAS pathways/processes and to explore potential improvements to the ADS model of care as a whole.

The proposed role would seek to improve efficiency between services, identify constraints within the current service model, explore process pathways for ADS Police and Court Drug Diversion Services and allow for an updated Model of Care (MOC) which would meet community demand along with court expectations. It is anticipated that such a role would assist with policy development, service development and implementation enabling smooth navigation between complex systems allowing for streamlined processes and pathways. In addition to this aspect of the role the Senior Project Officer would work with stakeholders to navigate the intersection between ACT Health frameworks and the *Crimes Act 1900* and ensure a governance framework is embedded into policies and processes that meets the needs of stakeholders.

A detailed project plan for the Senior Project Officer's internal review (ADS service demands, referral pathways, resource limitations and opportunities for an evidence-based Models of care) would be delivered within the first couple of months of appointment of the position.

Eligibility/Other Requirements:

Mandatory:

Must hold a current driver's licence;

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

Tertiary qualifications (or equivalent) in Project Management.

Desirable:

Previous project management experience;

Previous experience within the Alcohol and Drug sector.

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for six months.

Contact Officer: Jill Hughes (02) 5124 1609 jill.hughes@act.gov.au

Clinical Services

Critical Care

Emergency

Navigator/Clinical Coordinator Emergency Department

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 34205, several)

Gazetted: 05 December 2019

Closing Date: 13 December 2019

Details:

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

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

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

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

Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Overview of the work area and position:

The division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the deteriorating patient program).

There are opportunities available for suitably qualified Registered Nurse's to apply for a permanent position as a Navigator/Clinical Coordinator in the Emergency Department. Successful applicants will be required to work a rotating roster with morning, evening and night shifts seven days a week.

Eligibility/Other Requirements

Registered or eligible to register as a General Nurse with the Australian Health Practitioner Regulation Agency and holds or is working towards a higher degree,

Relevant Post Graduate Qualifications are highly desirable,

Registered under the *Working with Vulnerable People Act 2011*.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

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

Note: There are several full-time and part time permanent positions available. The number of successful applicants will be determinant on your preferred FTE. The full-time salary noted above will be pro-rata for the part-time time hours. Applications should include a maximum three pages addressing the Selection Criteria, a current curriculum vitae and the names of two professional referees whom are aware of your application.

Contact Officer: Nicole Slater (02) 6174 5815 nicole.slater@act.gov.au

Clinical Services

Medicine

Medical

Diabetes Advance Practice Nurse

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 22590)

Gazetted: 05 December 2019

Closing Date: 16 December 2019

Details:

Our Vision: creating exceptional health care together

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

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

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

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

Overview of the work area and position:

Canberra Health Services Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. The Diabetes Advanced Practice Nurse under the supervision of the Senior Diabetes Nurse will rotate across the Paediatric and Young Adolescent teams. This position will provide extensive knowledge and skills to support extension to practice and the development of therapeutic and evidence-based nursing interventions within these services. This role requires the ability to develop, implement and undertake new and innovative practices within legislative and professional boundaries within Paediatrics and Young Adolescents. The Diabetes Advanced Practice Nurse will be responsible professionally to the Senior Nurse Clinician of the Diabetes Service.

Eligibility/Other Requirements

Mandatory:

Be registered as a Registered Nurse with the Australian Health Practitioner Regulation Agency (APHRA).
Post-graduate certificate in Diabetes Education and is an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator.

Must hold and maintain a current driver's licence.

Desirable:

Previous experience providing diabetes care to children and adolescents.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: This is a part-time temporary position available at 24 hours per week and the full-time salary noted above will be paid pro-rata. This position is for 12 months with the possibility of extension up to two years and/or permanency. This position may be required to participate in on call, and potentially work at multiple sites operated by Canberra Health Services.

Contact Officer: Lynelle Boisseau (02) 6174 7601 lynelle.boisseau@act.gov.au

Clinical Services

Medical

Medicine

Diabetes CNC

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 31654, several expected vacancies)

Gazetted: 05 December 2019

Closing Date: 16 December 2019

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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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 Canberra Health Diabetes Service is a multidisciplinary team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community based locations within the ACT. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes.

This nursing role requires the ability to provide appropriate leadership and skilled clinical assessment and intervention for clients with diabetes across Canberra Health Service Campuses.

The Diabetes Nurse will be responsible professionally to the Senior Nurse Clinician of the Canberra Health Diabetes Service.

Eligibility/Other Requirements:

Mandatory:

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

Must hold and maintain a current driver's licence.

Highly Desirable:

Post-graduate qualifications from a university or tertiary institution in Diabetes Education. Is an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator or is working towards a post-graduate certificate in Diabetes Education.

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:

These are expected vacancies for 12 months with the possibility for extension up to two years and/or permanency.

In this position you may be expected to work on call and in a variety diabetes area and across sites within the Canberra Health Service.

Contact Officer: Lynelle Boisseau (02) 6174 7601 lynelle.boisseau@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community Mental Health

Clinical Manager

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 21585)

Gazetted: 05 December 2019

Closing Date: 18 December 2019

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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 peoples home. These services include:

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

Overview of the work area and position

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

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

- Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions.
- Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact.
- Provide optimal treatment for people in their homes and community as effective hospital diversion.

The successful applicant will be required to work as a member of the multidisciplinary team providing high quality clinical interventions and care, and to achieve of positive outcomes for people. 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. Providing supervision to staff at the Registered Nurse 1 and 2 Levels as well as students is a key part of the role.

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

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

This is an exciting opportunity for someone who may be interested in 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:

- Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.
- Undergo a pre-employment National Police check.

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

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Service

Rehabilitation and Specialty Mental Health Services

Registered Nurse 3

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 17565)

Gazetted: 05 December 2019

Closing Date: 11 December 2019

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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 Older Persons Mental Health Community Team is a specialist mental health assessment and care service for people over the age of 65 years who have, or are suspected of having, a complex mental illness. The multidisciplinary team works within a clinical management model to provide mental health assessment and treatment services within a recovery framework. The Team consists of three sub-teams, the Assessment Team, the Clinical Management Team and the Intensive Treatment Service. The Assessment Team is responsible for the management of referrals, providing initial assessments, clarification of treatment goals and short term treatment. The Clinical Management Team provides longer term follow up to people who present with moderate to severe complexities. The Intensive Treatment Service provides a home based service to people who are in an acute phase of their mental health condition, as an alternative to a mental health inpatient admission. This is a senior clinical position that will sit within any of the three sub teams providing direct person-centred care. At this level the RN3 will provide mental health services to people who present with highly complex mental health conditions, including the provision of advanced assessment, recovery planning, clinical coordination and therapeutic interventions to achieve sound outcomes for people, under minimal supervision. The RN3 will contribute their expertise to the multidisciplinary team, provide supervision to staff at Levels HP 2 and 1 and support the Team Leader in change processes. The RN3 will undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements

Mandatory:

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

Current drivers licence.

Desirable:

Post Graduate qualifications in Mental Health Nursing, or working towards.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Contact Officer: Kylie Henson (02) 6205 1957 kylie.henson@act.gov.au

Clinical Services

Chief Operating officer

Territory Wide Surgical Services

Registered Nurse Level 3 Grade 1

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 44005)

Gazetted: 05 December 2019

Closing Date: 18 December 2019

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

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

Overview of the work area and position:

Territory Wide Surgical Services is slightly unique as it has two reporting lines. One to the Chief of Operations CHS, both operationally and strategically and one to the Deputy Director General Corporate for cross territory planning. Territory Wide Surgical Services forms part of the Clinical Operations Division within Canberra Hospital and Health Services of ACT Health and supports the provision of effective public surgical services in ACT public hospitals. The role of the Territory Wide Surgical Services Team is to establish, review and update policy that governs the management of elective surgery for ACT public hospitals. The service also provides support for initiatives to improve the efficiency and effectiveness for elective surgery including managing access to surgery through the Central Waitlist Service and the Telephone information Service. A key strategic priority for this service is to deliver timely access to effective and safe hospital care. Therefore, another key role of this service is to work collaboratively with all hospitals to develop and implement Territory Wide initiatives that are aimed at improving access to elective surgery and services. The Elective Surgery Liaison Nurse will be an integral part of the Territory Wide Surgical Services team. In this position you will work autonomously and in collaboration with the Territory Wide Surgical Services key stakeholder's which include surgical teams, anaesthetic teams, pre-admission clinics and private provider hospitals cross territory to coordinate Elective Surgery Waiting Lists territory wide.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Minimum five years surgical experience

Knowledge in waiting list management

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

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

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

Finance and Business Intelligence

Data Analytics and Dash Report

Senior Analyst

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 43856, several)

Gazetted: 05 December 2019

Closing Date: 16 December 2019

Details:

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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.

The CHS Business Intelligence Unit (BIU), aims to be a centre of excellence for provision of key operational and strategic support information throughout CHS Directorate. The unit reports through to the CHS Chief Finance Officer (CFO) under the Operational Reporting Division directly through to the CHS Chief Executive Officer (CEO).

Overview of the work area and position:

The CHS Operational Performance branch has been established to implement a management approach within the CHS Directorate that supports how CHS plans, budgets, allocates and manages both activity and financial resources to deliver safe and high-quality health service for the ACT Community. This position is a senior role reporting to the Manager of CHS BIU and is primarily responsible for supporting the manager and senior manager on the development of operational performance dashboards both for reporting and analysis including the ability to undertake predictive modelling and forecasting to address future demand growth. The position will ensure that activity is optimised in order to deliver the best possible of care to patients, and the best possible results when comparing the hospitals performance) financial and non-financial) to other jurisdictions. This position will also drive the continuous review of performance, and continuous performance improvement by engaging clinicians and teams in relation to all aspects of performance and Activity Based Management (ABM).

Eligibility/Other Requirements

Desirable:

Tertiary qualifications (or equivalent) in a relevant field.

Previous experience and knowledge in applying ABM principles and a strong understanding of hospital related activity data.

Experience in undertaking analysis of clinical data.

Previous demonstrated experience in utilising Microsoft SQL and other related tools such as Power BI to extract, analyse and build reports/dashboards.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Michael Phipps (02) 51249368 michael.phipps@act.gov.au

Infrastructure Management and Maintenance

Finance and Business Intelligence

Health Information Services

Health Information Services Scanning Manager

Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 21564)

Gazetted: 05 December 2019

Closing Date: 2 January 2020

Details: Our Vision: Creating exceptional health care together.

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

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

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

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

Overview of the work area and position

The 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 services including clinical record scanning and management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education, and hospital management purposes.

This position is responsible for managing and overseeing the scanning of records into the clinical record scanning solution. This involves managing a large team of over 30 staff across multiple shifts including morning, evening and weekends including all recruitment and human resource responsibilities. This position requires an in-depth working knowledge of all procedures related to document imaging and legislation around privacy and record management. Management responsibilities include staff selection, rostering, training, performance management, workflow and KPI monitoring and allocation of resources to meet service delivery requirements and compliance with the organisations risk management and clinical and corporate governance.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualification in Health Information Management (or equivalent).

Eligibility for full membership of the Health Information Management Association of Australia.

Must hold a current Australian driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This role is being advertised in parallel with an equivalent Senior Officer Grade C classification (req 01N5G).

Applicants will be assessed and the most suitable applicant will be selected in a merit based process depending on skills and experience.

Contact Officer: Kerri McGufficke (02) 5124 3331 kerri.mcgufficke@act.gov.au

Clinical Services

Medicine

Medical

Senior Dietitian Lead

Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 22078)

Gazetted: 05 December 2019

Closing Date: 12 December 2019

Details: 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:

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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.

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

Overview of the work area and position:

The Canberra Health Diabetes Service Nutrition team provide individual and group nutrition appointments for people at risk of or who have diabetes. The Diabetes Nutrition team are an integral part of the Diabetes Service collaborating with Endocrinologists, Diabetes Nurse Educators, Dietitians, Podiatrists, Social Workers, Nurses, General Practitioners and Consumers to provide a team approach to care for people with or at risk of diabetes. Diabetes Nutrition services are offered to Canberra residents across the ACT and southern NSW from within the Canberra Hospital and community health centres. The position requires working within a multidisciplinary team to provide a range of nutrition services including dietary assessment, care planning, counselling and the planning and delivery of education programs to staff and client groups. The Senior Diabetes Service Dietitian will be responsible operationally to the Director Canberra Health Diabetes Service and professionally to the Nutrition and Dietetics Lead Professional of Canberra Health Services.

Eligibility/Other Requirements

Mandatory:

Degree or Postgraduate qualifications in Nutrition and Dietetics or equivalent. Eligible for membership of the Dietitians Association of Australia and eligible for APD Status.

A minimum of two years post-graduate experience.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU). If practicing 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 ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

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

Contact Officer: Marilyn Hines (02) 5124 3794 marilyn.hines@act.gov.au

People and Culture

Workplace Safety

Early Intervention Physiotherapist

Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 18678)

Gazetted: 05 December 2019

Closing Date: 16 December 2019

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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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 Workplace Safety Unit provides strategic leadership, advice and effective coordination and implementation of Work Health Safety (WHS) management strategies, frameworks and activities. The unit provides WHS advisory and

support services and oversees the implementation of systems and processes that assist Canberra Health Service to become a safe and accountable healthcare environment.

The Early Intervention Physiotherapy (EIP) position is based within Workplace Safety. There are two physiotherapists in the team who provide injury prevention and management services to staff within CHS and ACT Health Directorate. This is a stimulating and challenging role utilising expertise drawn from multiple disciplines including Physiotherapy, Work Health and Safety, Ergonomics, Exercise Prescription and Education. Applicants should be experienced and highly capable in Musculoskeletal Physiotherapy and at least one other discipline mentioned above. This position would suit an experienced Musculoskeletal Physiotherapist who is enthusiastic about this unique opportunity to take clinical physiotherapy beyond the clinic and into the workplace for advanced problem solving to enhance clinical outcomes.

Eligibility/Other Requirements:

Mandatory:

An appropriate Degree or Diploma in Physiotherapy, and eligibility for Australian Health Practitioner Regulation Agency (APHRA) Registration.

Desirable:

Minimum five years post-graduate musculoskeletal experience.

Post Graduate Qualifications in relevant area.

Current driver's licence

Contact Officer: Noel Priest (02) 5124 8063 noel.priest@act.gov.au

Infrastructure Management and Maintenance

Finance and Business Intelligence

Health Information Services

Health Information Services Scanning Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45691)

Gazetted: 05 December 2019

Closing Date: 2 January 2020

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Overview of the work area and position

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Management responsibilities include staff selection, rostering, training, performance management, workflow and KPI monitoring and allocation of resources to meet service delivery requirements and compliance with the organisations risk management and clinical and corporate governance.

Eligibility/Other Requirements:

Desirable:

Tertiary qualification in Health Information Management (or equivalent).

Eligibility for full membership of the Health Information Management Association of Australia.

Must hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This role is being advertised in parallel with an equivalent Health Professional Level 4 classification (req 01N51).

Applicants will be assessed and the most suitable applicant will be selected in a merit based process depending on skills and experience.

Contact Officer: Kerri McGufficke (02) 5124 3331 kerri.mcguifficke@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health Services

Senior Clinician, Threat Assessment Team

Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 38669)

Gazetted: 05 December 2019

Closing Date: 17 December 2019

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

Overview of the work area and position:

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

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

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

An ACT Threat Assessment team will be established as part of the ACT Government's commitment to deliver on public safety and security. The Threat Assessment service will be jointly staffed by a team of senior forensic mental health clinicians and senior police officers. The team will deal specifically with fixated individuals and grievance fuelled lone actors, many of whom have a major mental illness or current mental health needs. The Health Professional Officer 4 Senior Clinician and Forensic Psychiatrist will work on site with police on police premises. The Senior Clinician will be responsible for delivering specialist mental health services that in collaboration with ACT Policing seek to improve client and community outcomes.

The Senior Clinician will:

Be a forensic mental health clinician of at least five years' standing.
Have a good understanding of and familiarity with forensic mental health risk assessment and threat assessment.
Have the ability to work collaboratively with law enforcement and other mental health agencies on complex and sensitive cases.

Eligibility/Other Requirements:

Mandatory:

Be a forensic mental health clinician of at least five years' standing.
Evidence of structured clinical risk assessment training

Social Work:

Bachelor of Social Work and eligible for membership of the Australian Association of Social Work.

Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy and registered with AHPRA, eligible for professional membership of Occupational Therapy Australia.

Psychology:

General Psychology registration with AHPRA

Desirable:

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Obtain a Negative Vetting 1 (NV1) Security Clearance (minimum).

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 12 months with possible extension.

Contact Officer: Jaime Bingham (02) 5124 3867 jaime.bingham@act.gov.au

Medical Imaging

Nuclear Medicine

Nuclear Medicine + CT

Medical Imaging Level 3 \$101,314 - \$106,754 (up to \$112,047 on achieving a personal upgrade), Canberra (PN: 19402)

Gazetted: 05 December 2019

Closing Date: 16 December 2019

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the Work Area and Position

The Nuclear Medicine department currently has three gamma cameras - one single head gamma camera, one dual head gamma camera with low dose SPECT/CT capability, and a state of the art dual head 16 slice SPECT/CT scanner that was commissioned in early 2019. The department also provides a Bone Mineral Density service and operates a comprehensive PET/CT facility with three uptake rooms, automatic injection system and 64 slice time of flight PET/CT scanner.

Work in the department is both challenging and rewarding, with a comprehensive range of diagnostic and therapeutic Nuclear Medicine procedures being offered. While this currently includes paediatric, oncology and cardiac studies, the department is looking to expand the services we offer including diagnostic CT with/without contrast, novel PET studies and associated Theranostic services.

This position will suit an enthusiastic Nuclear Medicine clinician with demonstrated experience performing diagnostic CT scans. Experience in developing and promoting standards in a professional team and working across different medical imaging modalities will be highly regarded.

The successful applicant will be required to work across all areas of the Nuclear Medicine and PET section, with potential to perform CT scans across the wider medical imaging department from time to time.

Eligibility/Other Requirements:

Mandatory:

Bachelor of Applied Science in Medical Radiation Science (Nuclear Medicine) or equivalent.

Demonstrated experience in the performance of diagnostic Computed Tomography (CT) scans (independent of Nuclear Medicine and PET scans) including the administration of contrast media.

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

Current ACT Radiation Licence allowing unrestricted performance of diagnostic CT scans, or interstate equivalent.

Desirable:

Five years' experience as a Nuclear Medicine Scientist including BMD and PET experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

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

Note:

As required, participate in after-hours and on-call duties. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be made based on written application and referee reports only.

Contact Officer: Ross Bevan (02) 5124 4345 ross.bevan@act.gov.au

ACT Health

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

Public Health, Protection and Regulation (PHPR)

Health Protection Service

ACT Government Analytical Laboratory Microbiologist Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 23614, several)

Gazette: 3 December 2019

Closing Date: 17 December 2019

Details: The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. The ACT Government Analytical Laboratory provides scientific data to support the activities of various Health Protection Service sections and ACT government agencies. This data is used to formulate policy, conduct prosecutions under various ACT and Commonwealth legislation and determine compliance with both National and ACT Standards and Guidelines. We are seeking a highly motivated, detail oriented individual to join the small Microbiology Laboratory team to undertake sample analysis of food, water and environmental samples. Working within an *ISO 17025* accredited facility the successful applicant will also be an active participant of the quality system; performing quality assurance tasks, internal audits and document reviews. To be successful in this position, it is expected that the successful candidate will possess the following attributes: technical knowledge and skills in the field of microbiological analysis, well developed organisational skills, well developed communication skills, high degree of drive and adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: There is one permanent position and two temporary positions available. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. How to Apply: Please provide a written response against each of the selection criteria along with your curriculum vitae and the names of at least two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Natasha Waters (02) 5124 9176 natasha.waters@act.gov.au

APPOINTMENTS

ACT Audit Office

Senior Audit Manager \$125,048 - \$145,048

Kellie Plummer 836-35051, Section 68(1), 2 December 2019

Auditor \$63,374 - \$82,771

Shayal Shivani 863-13226, Section 68(1), 28 November 2019

Canberra Institute of Technology

Teacher Level 1 \$74,437 - \$99,320

Rodney Apps 836-17179, Section 68(1), 20 November 2019

This Appointment is to a non-Advertised vacancy and is made in accordance with the Public Sector Management Standards, Section 14, Direct Appointment of Employee General. An Appointment under this section is not appellable.

Teacher Level 1 \$74,437 - \$99,320

Evan Croker 821-12160, Section 68(1), 26 November 2019

Note: This Appointment is to a non-Advertised vacancy and is made in accordance with the Public Sector Management Standards, Section 14, Direct Appointment of Employee General. An Appointment under this section is not appellable.

Teacher Level 1 \$74,437 - \$99,320

Nunzio Gambale 853-76735, Section 68(1), 26 November 2019

Note: This Appointment is to a non-Advertised vacancy and is made in accordance with the Public Sector Management Standards, Section 14, Direct Appointment of Employee General. An Appointment under this section is not appellable.

Teacher Level 1 \$74,437 - \$99,320

David Keeley 836-16483, Section 68(1), 26 November 2019

This Appointment is to a non-Advertised vacancy and is made in accordance with the Public Sector Management Standards, Section 14, Direct Appointment of Employee General. An Appointment under this section is not appellable.

Teacher Level 1 \$74,437 - \$99,320

Christine Mayberry 827-16466, Section 68(1), 3 December 2019

Note: This appointment is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 14, Direct Appointment of Employee - General. An appointment under this section is not appellable.

Teacher Level 1 \$74,437 - \$99,320

Elissa Pirotta 821-11598, Section 68(1), 20 November 2019

Note: This Appointment is to a non-Advertised vacancy and is made in accordance with the Public Sector Management Standards, Section 14, Direct Appointment of Employee General. An Appointment under this section is not appellable.

Teacher Level 1 \$74,437 - \$99,320

Monique Roeton 835-66164, Section 68(1), 29 November 2019

Note: This appointment is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 14, Direct Appointment of Employee - General. An appointment under this section is not appellable.

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$84,257 - \$96,430

Xin Chen 863-41788, Section 68(1), 2 December 2019

Senior Officer Grade C \$106,043 - \$114,146

Russell Lee 858-75948, Section 68(1), 2 December 2019

Administrative Services Officer Class 4 \$70,359 - \$76,184

Tony Lieu 863-40603, Section 68(1), 2 December 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Jin Liu 863-13146, Section 68(1), 3 December 2019

Administrative Services Officer Class 3 \$63,374 - \$68,204

Thomas Whitting 858-69994, Section 68(1), 4 December 2019

Community Services

Administrative Services Officer Class 5 \$78,197 - \$82,771

Lisa Barry 863-42297, Section 68(1), 2 December 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Timothy Dixon 863-41892, Section 68(1), 2 December 2019

Administrative Services Officer Class 5 \$78,197 - \$82,771

Allison Julian 863-41112, Section 68(1), 4 December 2019

Administrative Services Officer Class 5 \$78,197 - \$82,771

Jennifer Large 863-42289, Section 68(1), 28 November 2019

Senior Officer Grade B \$124,891 - \$140,596

Mitchell Parker 858-67710, Section 68(1), 3 December 2019

Administrative Services Officer Class 5 \$78,197 - \$82,771

Dayo Sheen 863-42262, Section 68(1), 28 November 2019

Senior Officer Grade C \$106,043 - \$114,146

Stephen Walters 858-69425, Section 68(1), 28 November 2019

Education

Senior Officer Grade C \$106,043 - \$114,146

Brenton Sloane 846-86096, Section 68(1), 3 December 2019

Note: This appointment is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 14, Direct Appointment of Employee General. An appointment under this section is not appellable.

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade)

Caroline Walker 862-73228, Section 68(1), 2 December 2019

Environment, Planning and Sustainable Development

Senior Officer Grade A \$145,048

Natalie Cooper 767-67806, Section 68(1), 3 December 2019

Senior Officer Grade C \$106,043 - \$114,146

Alexandra Moore 863-41438, Section 68(1), 29 November 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Melody Walker 863-41518, Section 68(1), 2 December 2019

Justice and Community Safety

Senior Officer Grade B \$124,891 - \$140,596

Sarah Cocco 863-14712, Section 68(1), 2 December 2019

Senior Officer Grade B \$124,891 - \$140,596

Elizabeth Matthews 863-42991, Section 68(1), 2 December 2019

Senior Officer Grade B \$124,891 - \$140,596

Sean Quercini 858-54880, Section 68(1), 2 December 2019

Senior Officer Grade C \$106,043 - \$114,146

Daniel Ryan 791-70212, Section 68(1), 2 December 2019

Transport Canberra and City Services

General Service Officer Level 7 \$62,521 - \$66,023

Daniel Hodges 858-55509, Section 68(1), 29 November 2019

Canberra Health Services

Registered Nurse Level 1 \$67,078 - \$89,604

Ruth Adams 863-40742, Section 68(1), 28 November 2019

Pharmacist Level 1 \$69,410 - \$80,129

Jonathan Ali 863-14755, Section 68(1), 2 December 2019

Registered Nurse Level 3.1 \$106,795 - \$111,190

Barbara Cooper 862-11377, Section 68(1), 12 December 2019

Technical Officer Level 1 \$57,759 - \$60,556

Tara Corder 863-43521, Section 68(1), 4 December 2019

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade)

Laura Cosgrove 863-43003, Section 68(1), 2 December 2019

Technical Officer Level 1 \$57,759 - \$60,556

Min Gao 859-53803, Section 68(1), 4 December 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Paige Husking 857-91170, Section 68(1), 12 December 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Hannah Morriss 857-45297, Section 68(1), 26 December 2019

Assistant in Nursing \$51,603 - \$53,350

Rajesh Shahi 862-11422, Section 68(1), 30 November 2019

ACT Health

Senior Officer Grade B \$124,891 - \$140,596

Tania Weir 857-92050, Section 68(1), 1 December 2019

TRANSFERS

Chief Minister, Treasury and Economic Development

Kerryn Dobb: 853-70966

From: Administrative Services Officer Class 3 \$63,374 - \$68,204

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 3 \$63,374 - \$68,204

Chief Minister, Treasury and Economic Development, Canberra (PN. 24001) (Gazetted 21 August 2019)

Transport Canberra and City Services

David Worner: 821-07644

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Community Services

To: Bus Operator - Training \$68,960

Transport Canberra and City Services, Canberra (PN. 43514) (Gazetted 12 July 2019)

Canberra Health Services

Aixia Forward: 827-25207

From: Registered Nurse Level 1 \$67,078 - \$89,604

Canberra Health Services

To: Registered Nurse Level 1 \$67,078 - \$89,604

Canberra Health Services, Canberra (PN. 45217) (Gazetted 3 October 2019)

Stephany Thuleau: 828-65699

From: Registered Nurse Level 3.1 111.90

Canberra Health Services

To: Registered Nurse Level 3.1 \$106,795 - \$111,190

Canberra Health Services, Canberra (PN. 44939) (Gazetted 31 October 2019)

PROMOTIONS

Canberra Institute of Technology

Education and Training Services

Student and Academic Services

Education Services

Margaret Robson: 029-26640

From: Teacher Level 1 \$74,437 - \$99,320

Canberra Institute of Technology

To: †Teacher Level 2 \$106,090

Canberra Institute of Technology, Canberra (PN. 34788) (Gazetted 2 December 2019)

Note: The promotion of any employee in accordance with subclause 41.3 will be notified as a promotion to a non-advertised vacancy. Any suitable, qualified permanent employee may lodge an appeal against the selection, with the appeal to be conducted in accordance with Section J (Appeal Mechanisms) of this Agreement.

Chief Minister, Treasury and Economic Development

Shared Services ICT

Technology Services

Platform Systems

Justyn Bogg: 836-05987

From: Information Technology Officer Class 1 \$68,204 - \$77,639

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development, Canberra (PN. 05091) (Gazetted 7 February 2019)

Policy and Cabinet

Sophia Bouzas: 858-59593

From: Graduate Administrative Assistant \$70,359 - \$72,515

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Chief Minister, Treasury and Economic Development, Canberra (PN. 39605) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Access Canberra

Workplace Protection

WorkSafe ACT

Adam Bownds: 779-82874

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Justice and Community Safety

To: †Regulatory Inspector 6 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development, Canberra (PN. 39353) (Gazetted 10 September 2019)

Access Canberra

Jayden Caelli: 858-61511

From: Graduate Administrative Assistant \$70,359 - \$72,515

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Chief Minister, Treasury and Economic Development, Canberra (PN. 25145) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Finance Services

Adrian Carl: 858-61212

From: Graduate Administrative Assistant \$70,359 - \$72,515

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$78,197 - \$82,771

Chief Minister, Treasury and Economic Development, Canberra (PN. 06271) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Partnership Services

Danielle Forner: 858-61407

From: Graduate Administrative Assistant \$70,359 - \$72,515

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$78,197 - \$82,771

Chief Minister, Treasury and Economic Development, Canberra (PN. 42792) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Technology Services

Brione Harris: 858-60623

From: Graduate Administrative Assistant \$70,359 - \$72,515

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$78,197 - \$82,771

Chief Minister, Treasury and Economic Development, Canberra (PN. 01367) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Policy and Cabinet

Katherine Holland: 858-59219

From: Graduate Administrative Assistant \$70,359 - \$72,515

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Chief Minister, Treasury and Economic Development, Canberra (PN. 39604) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Finance and Budget

Arif Hussain Hazara: 858-59235

From: Graduate Administrative Assistant \$70,359 - \$72,515

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Chief Minister, Treasury and Economic Development, Canberra (PN. 36370) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Finance and Budget

Lamis Kazak: 858-65600

From: Graduate Administrative Assistant \$70,359 - \$72,515

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Chief Minister, Treasury and Economic Development, Canberra (PN. 33413) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Access Canberra

Anh Huy Le Ho: 858-59462

From: Graduate Administrative Assistant \$70,359 - \$72,515

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Chief Minister, Treasury and Economic Development, Canberra (PN. 37343) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Access Canberra

Annabelle King: 858-58654

From: Graduate Administrative Assistant \$70,359 - \$72,515

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Chief Minister, Treasury and Economic Development, Canberra (PN. 45370) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Customer Engagement Services

Jason Morel: 858-6119

From: Graduate Administrative Assistant \$70,359 - \$72,515

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$78,197 - \$82,771

Chief Minister, Treasury and Economic Development, Canberra (PN. 45799) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Sujo Samuel: 858-59059

From: Graduate Administrative Assistant \$70,359 - \$72,515

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Chief Minister, Treasury and Economic Development, Canberra (PN. 05563) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Procurement ACT

Executive Support

Charlotte Smith: 827-36571

From: Senior Officer Grade C \$106,043 - \$114,146

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$124,891 - \$140,596

Chief Minister, Treasury and Economic Development, Canberra (PN. 39101) (Gazetted 2 January 2019)

Procurement ACT

Benjamin Vance: 858-61415

From: Graduate Administrative Assistant \$70,359 - \$72,515
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$78,197 - \$82,771
Chief Minister, Treasury and Economic Development, Canberra (PN. 01990) (Gazetted 15 November 2019)
This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Community Services

Children, Youth and Families

Jessica Downes: 858-59585

From: Graduate Administrative Assistant \$70,359 - \$72,515
Community Services
To: Child and Youth Protection Professional Level 1 \$66,160 - \$82,923
Community Services, Canberra (PN. 39541) (Gazetted 15 November 2019)
This promotion to a non-advertised position has been made under Section C6.3 (e) of the Technical and Other Professional Enterprise Agreement 2018-2021

Children, Youth and Families

Aimee Malycha: 858-59681

From: Graduate Administrative Assistant \$70,359 - \$72,515
Community Services
To: Child and Youth Protection Professional Level 1 \$66,160 - \$82,923
Community Services, Canberra (PN. 39540) (Gazetted 15 November 2019)
This promotion to a non-advertised position has been made under Section C6.3 (e) of the Technical and Other Professional Enterprise Agreement 2018-2021.

Children, Youth and Families

Megan Theobald: 858-60711

From: Graduate Administrative Assistant \$70,359 - \$72,515
Community Services
To: Child and Youth Protection Professional Level 1 \$66,160 - \$82,923
Community Services, Canberra (PN. 07860) (Gazetted 15 November 2019)
This promotion to a non-advertised position has been made under Section C6.3 (e) of the Technical and Other Professional Enterprise Agreement 2018-2021.

Children, Youth and Families

Daniel Watson: 858-59614

From: Graduate Administrative Assistant \$70,359 - \$72,515
Community Services
To: Child and Youth Protection Professional Level 1 \$66,160 - \$82,923
Community Services, Canberra (PN. 03349) (Gazetted 15 November 2019)
This promotion to a non-advertised position has been made under Section C6.3 (e) of the Technical and Other Professional Enterprise Agreement 2018-2021.

Education

School Performance and Improvement Division

North and Gungahlin Network

Harrison School

Jean-Denis Courtois: 848-87015

From: Building Service Officer 2 \$58,001 - \$60,637
Education
To: Building Service Officer 3 \$67,752 - \$71,593
Education, Canberra (PN. 35307) (Gazetted 24 October 2019)

School Performance and Improvement

Belconnen Network

Kingsford Smith School

Kate Greeney: 749-27079

From: School Leader C \$122,856

Education

To: †School Leader B \$143,046

Education, Canberra (PN. 15350) (Gazetted 31 October 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.

School Performance and Improvement

North and Gungahlin Network

Amaroo School

William Johnston: 824-41474

From: School Leader B \$143,046

Education

To: †School Leader A 1 \$163,413

Education, Canberra (PN. 40599) (Gazetted 28 October 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.

Business Services

Strategic Finance

School Resourcing and Finance

Suzanne Vincent: 82452907

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Education

To: †Senior Officer Grade C \$106,043 - \$114,146

Education, Canberra (PN. 17491) (Gazetted 29 January 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.

School Performance and Improvement

South and Weston Network

Duffy Primary School

Casey-Anne Langler: 843-26592

From: Classroom Teacher \$71,113 - \$106,448

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 27167) (Gazetted 17 September 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.

Business Services, People and Performance

Georgia Niedermeier: 858-59470

From: Graduate Administrative Assistant \$70,359 - \$72,515

Education

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Education, Canberra (PN. 43074) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

School Performance and Improvement

Tuggeranong Network

Isabella Plains Early Childhood School

Simon Parker: 778-97557

From: School Leader B \$143,046

Education

To: †School Leader A 1 \$163,413

Education, Canberra (PN. 14750) (Gazetted 23 August 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.

Business Services

Infrastructure and Capital Works

Major Projects

Benjamin Player: 779-17642

From: Infrastructure Officer 2 \$84,359 - \$97,055

Education

To: †Infrastructure Officer 4 \$125,969 - \$143,118

Education, Canberra (PN. 44989) (Gazetted 26 August 2019)

School Performance and Improvement, Pedagogy

Michael Reardon: 858-59243

From: Graduate Administrative Assistant \$70,359 - \$72,515

Education

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Education, Canberra (PN. 36493) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

School Performance and Improvement

South and Weston Network

The Woden School

Lionel Saddler: 858-19823

From: School Assistant 2/3 \$47,563 - \$57,998

Education

To: †School Assistant 3 \$53,889 - \$57,998

Education, Canberra (PN. 01031) (Gazetted 19 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.

This promotion is to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

School Performance and Improvement

North Gungahlin Network

Franklin Early Childhood School

MayLin Singer: 843-47617

From: School Assistant 3 \$53,889 - \$57,998

Education

To: School Assistant 4 \$64,615 - \$69,965

Education, Canberra (PN. 44163) (Gazetted 13 November 2019)

School Performance and Improvement

Tuggeranong Network

Namadgi School

Lisa Wilson: 817-91608

From: Classroom Teacher \$71,113 - \$106,448

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 45415) (Gazetted 22 October 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

Environment

ACT Parks and Conservation Service

Parks Reserves and Rural Land

Alison Mungoven: 835-83458

From: Park Ranger 2 \$70,359 - \$76,184

Environment, Planning and Sustainable Development

To: Senior Park Ranger 3 \$78,197 - \$82,771

Environment, Planning and Sustainable Development, Canberra (PN. 45305) (Gazetted 14 March 2019)

Planning, Land and Building

Strategic Planning and Policy

Emma Liyanarachchi: 858-59382

From: Graduate Administrative Assistant \$70,359 - \$72,515

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Environment, Planning and Sustainable Development, Canberra (PN. 36262) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Suburban Land Agency

Urban Projects

Charlotte Anlezaek: 858-59761

From: Graduate Administrative Assistant \$70,359 - \$72,515

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Environment, Planning and Sustainable Development, Canberra (PN. 46290) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Impact Assessment and Business Improvement

Impact Assessment

Benjamin Huttner-Koros: 858-59761

From: Graduate Administrative Assistant \$70,359 - \$72,515

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Environment, Planning and Sustainable Development, Canberra (PN. 46170) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Suburban Land Agency

Marketing

Tarika Benson: 858-65571

From: Graduate Administrative Assistant \$70,359 - \$72,515

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Environment, Planning and Sustainable Development, Canberra (PN. 46288) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Planning Delivery

Merit Assessment Officer

Nicholas Lane: 858-59569

From: Graduate Administrative Assistant \$70,359 - \$72,515

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Environment, Planning and Sustainable Development, Canberra (PN. 13984) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Urban Renewal

Urban Projects

Yathish Thota: 858-59307

From: Graduate Administrative Assistant \$70,359 - 72,515

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Environment, Planning and Sustainable Development, Canberra (PN. 39647) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Conversation, Biosecurity and Water Policy

Conversation and Water Policy

Lucinda Berrie: 858-59518

From: Graduate Administrative Assistant \$70,359 - \$72,515

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Environment, Planning and Sustainable Development, Canberra (PN. 46207) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Environment Business Unit

Muhammad Arslan: 858-59921

From: Graduate Administrative Assistant \$70,359 - \$72,515

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Environment, Planning and Sustainable Development, Canberra (PN. 46208) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Justice and Community Safety

Emergency Services Agency

Hasan Al Banna: 858-59788

From: Graduate Administrative Assistant \$70,359 - \$72,515

Justice and Community Safety

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Justice and Community Safety, Canberra (PN. 45750) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Legislation, Policy and Programs

Gianina Coburn: 858-59040

From: Graduate Administrative Assistant \$70,359 - \$72,515

Justice and Community Safety

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Justice and Community Safety, Canberra (PN. 36186) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Corporate, Strategic Finance

Ruilin Gao: 858-59227

From: Graduate Administrative Assistant \$70,359 - \$72,515

Justice and Community Safety

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Justice and Community Safety, Canberra (PN. 46129) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

ACT Corrective Services

Corporate Services

Information and Business Solutions Unit

Don Perera: 848-78741

From: Senior Officer Grade C \$106,043 - \$114,146

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$124,891 - \$140,596

Justice and Community Safety, Canberra (PN. 41762) (Gazetted 13 September 2019)

Corporate, Office of the Chief Operating Officer

Ryan Towler: 858-60455

From: Graduate Administrative Assistant \$70,359 - \$72,515

Justice and Community Safety

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Justice and Community Safety, Canberra (PN. 45830) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Transport Canberra and City Services

Strategic Policy and Customer

Business Development Unit

Elizabeth Dixon: 858-59729

From: Graduate Administrative Assistant \$70,359 - \$72,515

Transport Canberra and City Services

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Transport Canberra and City Services, Canberra (PN. 38022) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

City Services

Roads ACT

Strategic Planning and Programs

Tat Wang Wong: 858-59657

From: Graduate Administrative Assistant \$70,359 - \$72,515

Transport Canberra and City Services

To: Infrastructure Officer 1 \$69,932 - \$82,628

Transport Canberra and City Services, Canberra (PN. 37994) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Technical and Other Professional Enterprise Agreement 2018-2021.

Canberra Health Services

Nursing - Midwifery

Steven Ashcroft: 755-61005

From: Health Service Officer Level 5 \$55,529 - \$58,287

Canberra Health Services

To: Health Service Officer Level 7 \$62,521 - \$66,023

Canberra Health Services, Canberra (PN. 44255) (Gazetted 24 October 2019)

Allied Health

Acute Allied Health Services

Varuna Banga: 845-04440

From: Allied Health Assistant 2 (Qualified) \$52,820 - \$58,807 (up to 60,556 depending on qualification level)

Canberra Health Services

To: Allied Health Assistant 3 \$64,509 - \$67,676 (up to 71,593 depending on qualification level)

Canberra Health Services, Canberra (PN. 45722) (Gazetted 17 October 2019)

CHS Chief Executive Officer

Dhale Brown:

From: Technical Officer Level 3 \$72,989 - \$82,486

Canberra Health Services

To: Health Professional Level 2 \$65,216 - \$89,528

Canberra Health Services, Canberra (PN: 43846) (Gazetted 03/10/2019)

Clinical Services

Erin Fitzgerald: 846-89721

From: Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade)

Canberra Health Services

To: †Senior Officer Grade C \$106,043 - \$114,146

Canberra Health Services, Canberra (PN. 45338) (Gazetted 3 October 2019)

Nursing and Midwifery

Christopher Hastings: 825-47412

From: Health Service Officer Level 3 \$51,072 - \$52,732

Canberra Health Services

To: Health Service Officer Level 7 \$62,521 - \$66,023

Canberra Health Services, Canberra (PN. 44256) (Gazetted 24 October 2019)

Clinical Services

Hiu (Cherry) Lam: 859-53942

From: Administrative Services Officer Class 2/3 \$55,934 - \$68,204

Canberra Health Services

To: Administrative Services Officer Class 4 \$70,359 - \$76,184

Canberra Health Services, Canberra (PN. 32936) (Gazetted 5 September 2019)

Clinical Services

Mental Health

Rehab and Specialty Mental Health Service

Caroline Lansley: 853-75409

From: Health Professional Level 2 \$65,216 - \$89,528

Canberra Health Services

To: Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 17591) (Gazetted 31 October 2019)

People and Culture

Susana Lloyd: 749-68137

From: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services

To: †Registered Nurse Level 3.1 \$106,795 - \$111,190

Canberra Health Services, Canberra (PN. 29900) (Gazetted 31 October 2019)

CHS Chief Operating Officer Clinical Services

Natalie Ogilvie: 862-63417

From: Sterilising Services Technical Officer Level 2 \$62,521 - \$71,593

Canberra Health Services

To: †Senior Officer Grade C \$106,043 - \$114,146

Canberra Health Services, Canberra (PN. 29395) (Gazetted 5 September 2019)

Canberra Hospital and Health Services

Deborah Reynolds: 762-84097

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

ACT Health

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Canberra Health Services, Canberra (PN. 19513) (Gazetted 8 August 2019)

Clinical Services

Louise Smith: 821-08241

From: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services

To: †Registered Nurse Level 3.1 \$106,795 - \$111,190

Canberra Health Services, Canberra (PN. 44813) (Gazetted 29 August 2019)

Canberra Hospital and Health Services

Drusilla Theodosiou: 848-76199

From: Administrative Services Officer Class 3 \$63,374 - \$68,204

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Canberra Health Services, Canberra (PN. 44252) (Gazetted 17 October 2019)

Saumya Thomas: 821-59209

From: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services

To: †Registered Nurse Level 3.1 \$106,795 - \$111,190

Canberra Health Services, Canberra (PN. 44814) (Gazetted 29 August 2019)

Canberra Hospital and Health Services

Stefanie Thomas: 845-22032

From: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services

To: †Registered Nurse Level 3.1 \$106,795 - \$111,190

Canberra Health Services, Canberra (PN. 28254) (Gazetted 17 October 2019)

Clinical Services

Shrada Waddepalli: 835-87598

From: Administrative Services Officer Class 3 \$63,374 - \$68,204

Canberra Health Services

To: Administrative Services Officer Class 4 \$70,359 - \$76,184

Canberra Health Services, Canberra (PN. 23836) (Gazetted 5 September 2019)

ACT Health

Corporate and Governance

Zeliang Fei: 858-59315

From: Graduate Administrative Assistant \$70,359 - \$72,515

ACT Health

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

ACT Health, Canberra (PN. 45920) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Health System Planning and Evaluation

Commissioning

Funding and Performance

Siming Li: 858-59497

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Major Projects Canberra

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

ACT Health, Canberra (PN. 45488) (Gazetted 21 October 2019)

Health System Policy and Research

Sabrina Paul: 858-59534

From: Graduate Administrative Assistant \$70,359 - \$72,515

ACT Health

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

ACT Health, Canberra (PN. 43032) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Health Systems, Policy and Research

Centre for Health and Medical Research

Executive Office

Reagan Taylor: 835-86472

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

ACT Health

To: †Senior Officer Grade C \$106,043 - \$114,146

ACT Health, Canberra (PN. 23935) (Gazetted 22 October 2019)

Major Projects Canberra

Communications and Engagement

Lachlan Adams: 853-60549

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Major Projects Canberra

To: †Senior Officer Grade C \$106,043 - \$114,146

Major Projects Canberra, Canberra (PN. 45421) (Gazetted 9 October 2019)

Light Rail

Lauren Exton: 858-61538

From: Graduate Administrative Assistant \$70,359 - \$72,515

Major Projects Canberra

To: †Administrative Services Officer Class 5 \$78,197 - \$82,771

Major Projects Canberra, Canberra (PN. 45764) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Project Development and Support

Siming Li: 858-59497

From: Graduate Administrative Assistant \$70,359 - \$72,515

Major Projects Canberra

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Major Projects Canberra, Canberra (PN. 45766) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Social Project Management

Qinyi Ye: 858-59323

From: Graduate Administrative Assistant \$70,359 - \$72,515

Major Projects Canberra

To: †Administrative Services Officer Class 5 \$78,197 - \$82,771

Major Projects Canberra, Canberra (PN. 45765) (Gazetted 15 November 2019)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.