



ACT
Government

ACT Government Gazette

Gazetted Notices for the week beginning 09 January 2020

VACANCIES

Calvary Public Hospital

**Emergency Department
Administrative Services Officer Class 2/3**

Gazette Date: 16 January 2020

Closing Date: 19 January 2020

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

Reference Number: 11391

Contact Officer: Alana Cash (02) 6264 7100 alana.cash@calvary-act.com.au

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

**Emergency Department.
Administrative Services Officer Class 2/3**

Gazette Date: 16 January 2020

Closing Date: 16 January 2020

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

Reference Number: 11392

Contact Officer: Alana Cash (02) 6264 7100 alana.cash@calvary-act.com.au

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

**Pharmacy Department
Health Professional Level 4**

Gazette Date: 16 January 2020

Closing Date: 30 January 2020

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

Reference Number: 11340

Contact Officer: Alana Cash (02) 6264 7100 alana.cash@calvary-act.com.au

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

**Emergency Department.
Registered Nurse Grade 3.1**

Gazette Date: 16 January 2020

Closing Date: 30 January 2020

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

Reference Number: 10897

Contact Officer: Alana Cash (02) 6264 7100 alana.cash@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

**Corporate Services
Student Information Management Systems**

Banner Business/Functional Analyst

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 34272)

Gazetted: 15 January 2020

Closing Date: 22 January 2020

Details: There is an opportunity for an experienced Business/Functional Analyst in the Student Management Systems Team at the Canberra Institute of Technology (CIT). In this role, you will be required to identify and analyse issues arising with the functionality and use of CIT's Student Information Management System (the Banner System), liaise with stakeholders to design and document specifications for solutions and implement testing procedures. You will also be required to design and produce standard and ad-hoc reports to internal and external clients using Structured Query Language (SQL) tools such as SQL developer and the Argos reporting tool. You will have a strong client service focus and the ability to implement change management processes related to the Banner system, including preparation and implementation of system upgrades and development of Banner documentation.

Eligibility/Other Requirements: Experience with Student Information Management Systems such as Banner and the Argos reporting tool will be highly regarded.

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

Applications should be submitted via the Apply Button now.

Contact Officer: Dulip Seneviratne (02) 6207 5601 dulip.seneviratne@cit.edu.au

CIT Trade Skills

Hospitality, Culinary and Tourism

Senior Educator

Teacher Level 2 \$107,522, Canberra (PN: 35917)

Gazetted: 15 January 2020

Closing Date: 29 January 2020

Details: Canberra Institute of Technology (CIT) Hospitality, Culinary and Tourism Department is seeking a highly motivated teacher with the ability and passion to contribute to the strategic goals of the Department. The Senior Educator will have the skills and knowledge to ensure the Department maintains quality leaning outcomes for its diverse student cohorts.

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: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 21 sub-Clause 40. All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Note: This is a temporary position available immediately until 7 February 2021 with the possibility of permanency.

How to Apply: Applicants are required to address the Selection Criteria and to provide a current curriculum vitae along with the names of two referees. Response to the Selection Criteria should be concise and demonstrate capability, currency and experience.

Applications should be submitted via the Apply Button now.

Contact Officer: Josephine Whitfield (02) 6207 3218 josephine.whitfield@cit.edu.au

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

Chief Minister, Treasury and Economic Development

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

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

Access Canberra

Licensing and Registrations

Liquor, Gaming and Hospitality Licensing

Team Leader

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 19153, several)

Gazetted: 14 January 2020

Closing Date: 21 January 2020

Details: Do you have the desire and drive to deliver outcomes? Do you enjoy leading a small team and being challenged, then this job is for you? Access Canberra's Licencing and Registrations Division is seeking a highly motivated Team Leader. Access Canberra is all about giving people easy access to ACT Government regulatory services, payments and information while offering a great customer experience. We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

The Liquor and Gaming Unit processes applications for new licences, registrations and permits and the renewal of these on behalf of the Commissioner for Fair Trading and the ACT Gambling and Racing Commission and is looking for dynamic, flexible solution focused applicants to join the unit in the team leader roles. The successful applicants will lead and create a cooperative team focused on delivering regulatory outcomes whilst creating an environment conducive to innovation and change.

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: To be successful in this role you will need to be a self-starter who possesses good organisational skills, be able to manage multiple tasks and display a commitment to providing quality customer service. You will communicate with all levels of management while leading a multi-disciplinary team. Relevant tertiary qualifications and/or managerial and leadership experience in a complex work environment are highly desirable.

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

How to Apply: Interested candidates are requested to submit a pitch of no more than two pages detailing how you are the right person for this opportunity and providing examples to demonstrate how your Skills, Knowledge, Behavioural capabilities and experience are suited to the role. Please attach your curriculum vitae and the contact details of two current referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Dale Pegg (02) 6207 0458 dale.pegg@act.gov.au

Shared Services ICT

Customer Engagement Services Branch

CIT ICT

ICT Operations Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 05407)

Gazetted: 13 January 2020

Closing Date: 27 January 2020

Details: Shared Services ICT Canberra Institute Technology (CIT) is seeking a highly motivated candidate with a strong customer focussed attitude to work in a high performing team to deliver evolving ICT services and support to meet business objectives.

You will also be working collaboratively, efficiently and often autonomously on daily tasks and actively participate in the maintenance and prioritisation of the assigned workload for the CIT ICT Operations 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.

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

How to Apply: Interested eligible candidates should review the attached Position Description and provide a curriculum vitae of no more than three pages, supported by a two page written application or "pitch" to support

their application. This should contain evidence of their suitability for the role by including examples that clearly demonstrate relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Button now.

Contact Officer: Adam Davies (02) 6205 0500 adam.davies@act.gov.au

Access Canberra

Construction and Utilities Branch

Construction, Worksafe Licensing and Debt Management

Debt Management Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 15487)

Gazetted: 13 January 2020

Closing Date: 20 January 2020

Details: Access Canberra is a one stop shop for a variety of government services. Access Canberra is home to a dedicated team who licence construction occupations and undertake debt management services under planning legislation. Access Canberra is looking for a strong team player to undertake complex financial assessments and debt recovery processes around extension of time fees. The person Access Canberra is looking for will have strong communication, negotiation and reasoning skills. The successful candidate will have strong skills in attention to detail, record keeping and time management.

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

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

How to Apply: Send through a two-page pitch on why you believe Access Canberra needs you for this role and a current curriculum vitae.

Applications should be submitted via the Apply Button now.

Contact Officer: Rachel Zsuzsa (02) 6205 1342 Rachel.Zsuzsa@act.gov.au

Shared Services

Partnership Services Group

Service Centre - ICT Service Desk

Service Delivery Officer

Information Technology Officer Class 1 \$69,125 - \$78,687, Canberra (PN: 44908, Several)

Gazetted: 13 January 2020

Closing Date: 27 January 2020

Details: Shared Services Service Centre is currently looking for highly motivated individuals with experience in providing first level technical support as well as experience in providing onsite support. You will be responsible for providing and coordinating support to a number of ACT Government Directorates. You will have a strong customer focus, and a willingness to be part of a dynamic team is essential.

Eligibility/Other Requirements:

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

Successful applicants may be required to provide onsite support or work on the Service Desk and must be willing to rotate between roles as required.

Driver's licence is essential.

Knowledge of the Information Technology Infrastructure Library (ITIL) structure and principles would be advantageous.

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

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

Note: This is a temporary position available immediately for 3 months, with possibility of extension or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please review the Position Description for further details about the role, and the capabilities required to perform the duties and responsibilities of the position. Please submit a written response of no more

than two pages, contact details for at least two referees and a current curriculum vitae. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities as listed under the sections "What you will do" and "What you require" in the Position Description. Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you suitable for the role.

Applications should be submitted via the Apply Button now.

Contact Officer: Ryan Snow (02) 6205 4613 ryan.snow@act.gov.au

Access Canberra

Customer Coordination

Land Titles

Customer Service Officer

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 38570, several)

Gazetted: 15 January 2020

Closing Date: 22 January 2020

Details: At Access Canberra, we are all about giving people easy access to ACT Government regulatory services, payments and information while offering great customer experience. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to deliver our services.

The Land Titles Office is responsible for registration of all land related transactions pertaining to the purchase and sale of land and properties in the ACT and for maintaining the land titles register. We are seeking enthusiastic and motivated individuals with a positive can-do attitude to join our team. Ideal candidates will have all the attributes to provide high quality customer service and have sound administrative skills to undertake responsibilities of data entry, records management, and registrations where delegated.

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

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

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

Applications should be submitted via the Apply Button now.

Contact Officer: Sean Quinn (02) 6207 0464 sean.quinn@act.gov.au

Economic Development

Events

Program Administration Assistant

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 46315)

Gazetted: 10 January 2020

Closing Date: 21 January 2020

Details: Events ACT is looking for an applicant to fill the role of Program Administration Assistant. The successful candidate will be working in a busy business environment and will be required to provide adhoc administrative duties for the team who is responsible for the delivery of major events including Floriade and the Enlighten Festival as well as many much loved cultural events such as the Canberra Nara Festival, Reconciliation Day, the Canberra Balloon Spectacular, New Year's Eve, Australia Day and the management of the Event Development fund across the territory.

There is never a dull moment at Events ACT as we strive to showcase the best of Canberra through our events and are looking for someone to fill the role who has:

An understanding of high-quality customer and community focused service delivery, particularly in relation to business administration.

A demonstrated ability to apply procedures and guidelines in a customer and community focused environment.

Demonstrated administrative and organisational skills utilising the Microsoft suite of software and an ability to work in a busy business environment.

Ability to maintain effective means of communication within the business unit, other government departments and external stakeholders (as required)

A qualification in administration, business or a related subject (or a willingness to undertake) is desirable.

You will need to be well organised, reliable, willing and committed to contributing to a high performing 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.

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

How to Apply: The online application form requires a written response to the Selection Criteria and a curriculum vitae to be provided as a minimum.

Applications should be submitted via the Apply Button now.

Contact Officer: Melanie Eldred (02) 6207 4302 melanie.eldred@act.gov.au

Access Canberra

Fair Trading Compliance

Parking Operations

Parking Inspector

Administrative Services Officer Class 2 \$56,689 - \$62,598, Canberra (PN: 04785, Several)

Gazetted: 15 January 2020

Closing Date: 29 January 2020

Details: Have you ever had the desire for an inspector number like Maxwell Smart, agent 86 or agent 99? Do you like working outdoors and keeping fit? Do you like working in different places on a daily basis? If your answer is yes, you may be the person we are looking for. Access Canberra Parking Operations is seeking enthusiastic applicants to fill the role of Parking Information Officer. This role will see you out in the field utilising the latest technology to achieve compliance in relation to road safety. The successful applicant will perform duties as an authorised parking inspector in an innovative environment.

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

Eligibility/Other Requirements: A current driver's licence is required.

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

How to Apply: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Detail your greatest achievements in the last five years and how they relate to this position and its duties. Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than one page, responding to the statement below, contact details of at least two referees and current curriculum vitae. The one page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification.

Applications should be submitted via the Apply Button now.

Contact Officer: Cassandra Keppell (02) 6205 9876 cassandra.keppell@act.gov.au

Access Canberra

Office of the Deputy Director General

Executive Officer

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 36223)

Gazetted: 13 January 2020

Closing Date: 20 January 2020

Details: Do you have what it takes to be the next Executive Officer of Access Canberra?

Reporting to the Dynamic duo, (Deputy Director-General and Executive Group Manager) you always need your ear to the ground and eyes to the horizon.

From pulling together complex briefings to liaising directly with stakeholders, no two days are the same in this fast-paced agency, where you need to be as agile as a monkey and master Tetris player, accurately manoeuvring the many moving parts.

Your networks will rival Facebook and you'll thrive on the thrill of the chase (chasing others on deliverables that is) and though you will be managing a high workload, you'll get immense satisfaction from being involved in supporting the strategic direction of Access Canberra and seeing the positive impact a Government agency can have on the community it serves.

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 and/or relevant previous experience is 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. 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: If you think you've got what it takes to keep hard working executives in line, send in a one-page pitch outlining why you're the best person for the job. Please also include a copy of your curriculum vitae and details of two referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Sarah Sheather (02) 6207 9592 sarah.sheather@act.gov.au

Corporate

People and Development

Employee Relations

Assistant Director, Employee Relations

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 56046)

Gazetted: 10 January 2020

Closing Date: 24 January 2020

Details: The People and Capability Branch within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking a dynamic and high-performing Assistant Director. As an Assistant Director in the Workplace Relations Team you will contribute to the delivery of strategic industrial and employee relations related services across CMTEDD. This will involve liaising with various stakeholders and representing CMTEDD in a range of industrial and employee relations forums. High level communication, liaison and negotiation skills are necessary to achieving positive outcomes across a range of workplace issues.

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 studies or extensive relevant experience in a human resource related discipline is highly desirable.

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

How to Apply: Please provide a two-page pitch outlining your experience and/or abilities against the requirements and duties outlined in the Position Description and your curriculum vitae with contact details for at least two referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Maggie Drejer-White (02) 6207 4897 maggie.drejer-White@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

Environment

Heritage

Research and Assessment Conservation Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 04297)

Gazetted: 14 January 2020

Closing Date: 4 February 2020

Details: ACT Heritage is looking for a suitability qualified and experienced Research and Assessment Conservation Officer in the assessment of nominations to the ACT Heritage Register and in providing secretariat services to the ACT Heritage Council. The ACT Heritage Register includes natural, Aboriginal and historic heritage places and objects. The position would suit a professional with experience in and knowledge of heritage assessment, conservation and management principles, and their application in a statutory context. Strong organisational and representation skills are required, as are excellent research and communication skills. The successful applicant will be able to strongly demonstrate the ability to work well within a team environment, as well as the ability to work independently.

Eligibility/Other Requirements: Skills, experience and qualifications in a heritage related field such as cultural heritage management, cultural geography, archaeology, architecture, history, planning, law or a related field are 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. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Applications should be submitted via the Apply Button now.

Contact Officer: Fiona Moore (02) 6205 9974 fionaf.moore@act.gov.au

Engagement and Executive Support

Government Services

Government Services Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 44984)

Gazetted: 10 January 2020

Closing Date: 23 January 2020

Details: Government Services is looking for an administration star - someone who is not fazed by an active email inbox and thrives on working on multiple tasks. If this sounds like you, you will enthusiastically assist the team with a range of processing support tasks relating to the management of Environment, Planning and Sustainable Development Director's (EPSDD):

Ministerial liaison (correspondence, briefing packages and meetings);

Assembly program;

Cabinet program; and

Directorate liaison (including assisting EPSDD Directorate Liaison Officers at the Legislative Assembly).

Eligibility/Other Requirements: Experience with (or the ability to quickly learn) Objective records management system.

Note: This is a temporary position available for a period of three 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. 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 pitch of no more than two pages, outlining relevant experience and examples, telling us what interests you about the role and how you would contribute to the team. Please also provide your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Button now.

Contact Officer: Lisa Sampson (02) 6207 1667 lisa.sampson@act.gov.au

Justice and Community Safety

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

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

ACT Government Solicitor

Deputy Chief Solicitor

Executive Level 3.1 \$348,548 - \$362,672 depending on current superannuation arrangements, Canberra (PN: E556)

Gazetted: 13 January 2020

Closing Date: 31 January 2020

The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, Ministers and office holders.

The ACTGS is seeking a dynamic senior leader to fill the position of Deputy Chief Solicitor (DCS). The DCS is a senior government legal advisor, supporting the functions of the Chief Solicitor.

The DCS is responsible for ensuring responsive legal service delivery and providing strategic coordination and leadership across the breadth of ACTGS practice. The role is critical to ensuring that the interests of the Territory are protected.

Applicants should demonstrate exceptional technical and strategic acumen, excellent client management and communications skills with proven ability to lead and deliver high quality legal advice to clients.

Further information can be found on the ACTGS Website at www.actgs.act.gov.au.

Eligibility/Other Requirements:

Eligibility for admission as an Australian lawyer and to be local practitioner of the Australian Capital Territory.

Experience in a similar role is highly desirable.

Remuneration: The position attracts a remuneration package ranging from \$348,548 – \$362,672, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$282,476.

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: 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: Further information about the position is available from Maria Batzogiannis, maria.batzogiannis@act.gov.au, (02) 6205 3734

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

Communications

Digital Communications Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 38988)

Gazetted: 14 January 2020

Closing Date: 28 January 2020

Details: Do you enjoy the fast paced nature of communications? Are you experienced in delivering contemporary digital content?

We are looking for an experienced, proactive and creative professional to join the Communications and Engagement team and fill the role of Digital Communications Officer.

In this role you will be part of small team responsible for managing day to day delivery of the directorate's digital channels including social media, websites and video content. You will work collaboratively with officers from across the division to develop, publish and improve content across channels and manage this with key stakeholders.

Eligibility/Other Requirements: Relevant tertiary qualifications and a minimum of two years' experience working professionally in digital communications is preferred. The ability to work flexibly with some out of hours work is required.

Other desirable skills include:

understanding of and experience in using and administering Content Management Systems such as Squiz and Drupal as well as experience in using SharePoint.

understanding of the Digital Service Standard and Australian accessibility standards

understanding of and experience in HTML, JavaScript, CSS, responsive design and User Experience (UX)/UX expertise.

Note: This is a temporary position available 1 March 2020 until 30 November 2020. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: If you are interested in this role, submit your current curriculum vitae, details of two referees, and an application of no more than two pages addressing the Selection Criteria outlined in the Position Description.

Applications should be submitted via the Apply Button now.

Contact Officer: Kelly Amsteins (02) 6205 5832 kelly.amsteins@act.gov.au

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

City Services

City Places and Infrastructure

City Presentation

Investigator

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 44938)

Gazetted: 13 January 2020

Closing Date: 27 January 2020

Details: Domestic Animal Services (DAS) is seeking applications from highly motivated, resilient and committed people to fill the role of investigator. As an investigator within the DAS team you will be responsible for providing investigative services to support rangers responding to reports of dog attacks and animal welfare incidents including attacks, roaming dogs, dogs within prohibited areas and animal nuisance complaints within the ACT. You will be required to review complaints, conduct detailed and complex investigations and prepare court level reports and documents for the Deputy Registrar and ACAT. You will also be able to review and mentor Rangers and others DAS staff in investigation process and practice and compliance activities in accordance with the relevant legislation administered by DAS.

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

Eligibility/Other Requirements:

Mandatory: 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. Certificate IV in Government Investigation.

Desirable: Minimum two year's experience working within an investigation or regulatory environment. Ability to work on call and after hours as required

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

How to Apply: Applicants are asked to supply a written application addressing the Selection Criteria limiting responses to 350 words per criteria, along with current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Button now.

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: Jamie Morgan (02) 6207 2888 jamie.morgan@act.gov.au

Suburban Land Agency

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

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

Suburban Land Agency

Office of Deputy CEO

Executive Support Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 42940)

Gazetted: 15 January 2020

Closing Date: 22 January 2020

Details: The Suburban Land Agency (SLA) is seeking a committed and enthusiastic officer with excellent organisational, coordination and communication skills to provide support to the Agency's Executive team. This position will provide a range of high level confidential administrative support functions including diary management, arranging and scheduling appointments and meetings, screening telephone calls, travel and accommodation arrangements, booking fleet cars, and ensuring correspondence, emails and enquiries are dealt with promptly and efficiently. The position will also work closely with the SLA's Executive Officers, Executive Assistants and Office Manager, including effectively coordinating a diverse range of matters submitted for Executives' consideration, identifying matters that need to be referred to others for further information, or that need to be brought to the urgent attention of the Executives.

Applicants should have demonstrated experience working in an Executive Support role in a Government environment.

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

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

Applications should be submitted via the Apply Button now.

Contact Officer: Julia Forner (02) 6207 7096 Julia.Forner@act.gov.au

Development Delivery

Urban Projects

Development Manager

Infrastructure Officer 3 \$107,723 - \$118,250, Canberra (PN: 46290)

Gazetted: 15 January 2020

Closing Date: 28 January 2020

Details: Are you enthusiastic about Canberra's growth in urban renewal and keen to make a difference in delivering people-focused projects in Canberra? The Suburban Land Agency is seeking an experienced and energetic Project Manager to support the Urban Projects team within the Development Delivery Branch to deliver sustainable and mixed-use precincts with the industry and through complex land development contracts.

The successful candidate should be able to manage projects and deliver on the Agency's financial and non-financial performance targets, maintain effective relationships with private developers and community groups.

The successful candidate will require knowledge and experience in urban development, project management, contract management, land and property, with high level of understanding of procurement, probity and value management of civil, landscape and built form design.

Eligibility/Other Requirements: Qualifications and experience in any of the following: urban development, project and contract management or cost planning with high level of understanding of urban policy environment, procurement, probity and value management of civil, landscape or built form design.

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

How to Apply: Please submit a written application addressing the Selection Criteria (maximum of 200 words against each criteria), along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Button now.

Contact Officer: Irena Sharp (02) 6205 4044 irena.sharp@act.gov.au

Canberra Health Services

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

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

Clinical Services

Cancer and Ambulatory Services

Cancer Nursing

Haematology Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22555)

Gazetted: 16 January 2020

Closing Date: 29 January 2020

Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

Overview of the Work Area and Position

An exciting opportunity exists for an enthusiastic Registered Nurse to undertake a higher duties Nurse position within the Haematology Outpatient Unit for a period of one year to cover maternity leave. Expressions of interest are invited from suitably qualified Registered Nurses to fill this dynamic and rewarding position for this period.

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. The division is also responsible for the administration support to Ambulatory and Community Health centers across ACT Health.

The Haematology Outpatient Unit treats patients with malignant and non-malignant haematological conditions. The successful applicant will be working with chemotherapy agents, blood products and central venous access

devices. The successful candidate will be provided with full support from our dedicated and highly experienced team.

Excellent interpersonal communication skills and the ability to work effectively within a team are essential for this position. It is essential for the candidate to have previous haematology/chemotherapy experience.

Eligibility/Other Requirements:

Mandatory:

Excellent interpersonal communication skills and the ability to work effectively within a team are essential for this position. It is essential for the candidate to have previous haematology/chemotherapy experience.

Prior to commencement successful candidates will be required to :

Undergo a pre-employment National Police check.

Desirable:

Cannulation experience

Central Venous Access Device Experience

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 for a period of 12 months. Haematology Outpatient Unit is open Monday to Sunday 8.30am- 6pm. This is a full time position, with the possibility of working weekend shifts. Part time applications will be considered. Selection may be based on written application and referee reports only.

Contact Officer: Sally McCloy (02) 5124 8458 sally.mccloy@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Tuggeranong Mental Health

Clinical Manager

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 27503)

Gazetted: 16 January 2020

Closing Date: 24 January 2020

About us:

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

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

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

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

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

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

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and 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 Tuggeranong 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 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 interested in working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements:

Mandatory Qualifications:

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

Current driver's licence

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

Note: This is a permanent full-time position. Part time hours at 64 hours per fortnight and above will be considered.

Contact Officer: Colin Noonan 0466490249 colin.noonan@act.gov.au

Medical Services

Pathology

Anatomical Pathology

Cytology Scientist

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 28975)

Gazetted: 16 January 2020

Closing Date: 31 January 2020

Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

Overview of the Work Area and Position

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

A temporary vacancy exists in the cytology department for a senior cytology scientist to work part time for seven months with the possibility of extension. The role encompasses the screening and reporting of cytology specimens including gynaecological, non-gynaecological specimens. The role requires the scientist to be able to attend Fine Needle Aspiration procedures independently and perform Rapid on Site Evaluation and provide provisional diagnosis.

Eligibility/Other Requirements:

Mandatory:

A Science Degree or equivalent relevant qualification.

Successful completion of the Australian Examination in Cytology – CT (ASC).

Successful completion of the post graduate International Academy of Cytology Examination- CT (IAC) (Desirable, but not essential).

Desirable:

Greater than five years of experience working in a cytology laboratory

Knowledge and experience in preparation of cytology specimens

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:

This is a part-time temporary position available at 22.05 hours per week for a period of seven months. The full-time salary noted above will be paid pro-rata. The hours may be negotiated by the manager. There may be a requirement to work out of hours. There will be a requirement to participate in the laboratory roster, hours of work is between 7:30 and 17:30.

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

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Services

Withdrawal Unit Counsellor

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 23960)

Gazetted: 16 January 2020

Closing Date: 29 January 2020

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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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.

Mental Health, Justice Health and 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. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services

Adult Acute Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Overview of the work area and position:

The Alcohol and Drug Service is a multidisciplinary service within the ACT Health providing a range of specialist services for people affected by alcohol and other drug use. The Alcohol and Drug Service is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is a contemporary, evidence based service providing high quality care, guided by principles of harm minimisation.

The 10 bed Inpatient Withdrawal Service is available for people with substance use disorders who can be admitted for five – seven days for supervised 24 hour medical withdrawal. The team consists of doctors, nurses, social workers, counsellors, psychologists, art therapist and administration staff who work together to support people requiring medically supervised withdrawal. This service also supports people with ongoing referrals to other alcohol and drug services as required.

This counselling position provides counselling to people admitted to this unit. This role utilises a client-centred, stepped, integrated model of treatment. In offering client centred care, clinicians work collaboratively with clients in such a way that respects their experience, expertise, perceptions and goals. Client centred care appreciates that clients have the right to set their own goals, draw their own conclusions and make their own choices about treatment.

This role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, counselling and group work to adults.

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

This position may be required to work across multiple sites.

Eligibility/Other Requirements

Mandatory:

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

For Social Work:

Degree in Social Work.

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

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

For Psychology:

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

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

For Counselling

Eligible qualification pathways

Pathway 1

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

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

AND

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

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

Pathway 2

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

AND

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

OR

(ii) Three-year part-time ANZAP training in the Conversational Model. Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.

Desirable:

Current Drivers Licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Comply with Canberra Health Services credentialing requirements for allied health.

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

Note: This position maybe required to participate in an overtime, on call and/or rotation roster.

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

Clinical Services

Cancer and Ambulatory Services

Ambulatory Services

Central Health Intake

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 29159)

Gazetted: 16 January 2020

Closing Date: 29 January 2020

Our Vision: creating exceptional health care together

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

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

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

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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 Central Health Intake is responsible for the intake, assessment and referral of consumers wishing to access ACT Health community-based services and specialist outpatient services at the Canberra Hospital. Central Health Intake currently incorporates both Community Health Intake, and the Central Outpatient's Booking's Service. The two services are co-located under a single management structure of Central Health Intake. Community Health Intake is a high volume contact centre providing a single point of entry via phone, facsimile and electronic transmission for consumers wishing to access community based health services. The first point of contact is a team of administration staff who manage bookings and provide information to consumers. The administration team is supported by a nursing team who are responsible for referral support and management of more complex client needs. The Central Outpatient Bookings Service is the first point of contact for consumers wishing to access specialist consultant outpatient clinics at the Canberra Hospital with responsibility for identifying clinical priority, and supporting appointment readiness through appropriate diagnostic requests.

As a Registered Nurse the role is key in enabling appropriate intake and referral management.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

A sound understanding of clinical assessment and triage in relation to written and phone referrals.

Experience in a broad range of settings would be an advantage.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This position is required to work business hours Monday to Friday. No public holidays.

Contact Officer: Asif Zaidi (02) 6207 6081 asif.zaidi@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Community Care Program

Dietitian, Community Care Nutrition

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 23479)

Gazetted: 16 January 2020

Closing Date: 30 January 2020

Our Vision: creating exceptional health care together

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

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

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health 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 and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values: reliability, progressive, respectful, kind.

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 Canberra Health Services' network of health facilities designed to meet the needs of our ageing and growing population.

Community Care Nutrition services are offered from community health centres and in-patient homes across the ACT. The team provides nutrition assessment and intervention for a wide range of nutrition issues, complex and chronic medical conditions including enteral nutrition, chronic renal failure and haemodialysis, weight management, gastrointestinal disorders, malnutrition and wound healing. Community Care Nutrition also provides services for National Disability Insurance Scheme participants. As a clinical unit, we pride ourselves on our continual drive for high quality patient care.

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

Applications from this recruitment process may be used to fill permanent or temporary full-time or part-time identical positions within the next 12 months. Selection may be based on written application and referee reports only.

Eligibility/Other Requirements:

Mandatory:

Nutrition/Dietetics degree (or equivalent) from a recognised tertiary institution

Eligible for membership of the Dietitian's Association of Australia (DAA)

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

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:

Comply with Canberra Health Services credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

Note

Applications from this recruitment process may be used to fill permanent or temporary full-time or part-time identical positions within the next 12 months. Selection may be based on written application and referee reports only.

Contact Officer: Kate O'Brien (02) 5124 1479 kate.o'brien@act.gov.au

Clinic Services

Medical

Renal

Renal Services Support Officer

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 14501)

Gazetted: 16 January 2020

Closing Date: 28 January 2020

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

Overview of the work area and position:

The Renal Service provides comprehensive clinical care, including dialysis and post-transplant care for patients with kidney diseases using a multidisciplinary approach incorporating community and allied health services. Under general direction this position provides administrative support to the Renal service and its staff, including booking and scheduling patient appointments, billing of services rendered and patient record management whilst providing a high level of customer service.

Eligibility/Other Requirements:

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

Contact Officer: Andrew Barrow (02) 5124 2063 Andrew.J.Barrow@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Registered Nurse Level 3.1

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 30471)

Gazetted: 16 January 2020

Closing Date: 27 January 2020

Our Vision: creating exceptional health care together

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

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

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

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

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

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

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and 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 and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

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

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

This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to junior clinicians.

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

Eligibility/Other Requirements

Mandatory:

Tertiary qualifications (or equivalent) in Nursing.

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

Current driver's licence.

Highly Desirable:

Previous experience working with young people.

Ideally five years previous experience in mental health post qualifying.

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 part-time position available for 12 months with the possibility of extension. This position is part-time at (22:05) hours per week and the full-time salary noted above will be pro-rata.

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

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Manager

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 26357)

Gazetted: 16 January 2020

Closing Date: 24 January 2020

About us

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

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. 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:

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Overview of the work area and position

The nursing position is based in the Woden 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 the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact.

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

The successful applicant will be required to work as a member of the multidisciplinary team providing high quality clinical interventions and care, and to achieve positive outcomes for people. 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 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

Strong understanding of Adult Community Mental Health services.

Desirable:

Post Graduate Qualification in Mental Health Nursing or working towards such

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

Comply with CHS Occupational Assessment, Screening and Vaccination policy

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

Contact Officer: Danny Farrow (02) 5124 1377 danny.farrow@act.gov.au

Quality, Safety, Innovation and Improvement

Quality and Safety Executive

Choosing Wisely Project Officer

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 45756)

Gazetted: 16 January 2020

Closing Date: 27 January 2020

Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

Overview of the work area and position

The Quality, Safety, Innovation and Improvement Division (the Division) is focusing on Canberra Health Services' strategic approach to patient safety, quality, governance and risk with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on Canberra Health Services' quality approach to deliver person-centred, safe and effective care and developing a culture of continuous quality improvement, as well as providing strategic frameworks in quality, governance and risk across Canberra Health Services.

Branches within the Quality, Safety, Innovation and Improvement Division include:

Legal and Insurance

Patient Experience

Patient Safety

Clinical Effectiveness

The role of the Quality, Safety, Innovation and Improvement Division is to support improvements in person-centred, safe and effective care delivery. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement.

The Choosing Wisely initiative is a clinician-led approach to reducing tests, treatments and procedures that are not essential to care and which may in fact cause harm. Under Broad Direction, the Project Officer will be responsible for managing all aspects of implementing the Choosing Wisely initiative within Canberra Health Services and will work closely with clinicians, consumers and other key stakeholders to ensure the successful delivery of the project.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

Note: This is a temporary full-time position for 12 months with the possibility of extension. There are two advertisements running concurrently on Req ID 01NUE and Req ID 01NVJ for the one position. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

Contact Officer: Katherine Wakefield (02) 5124 6002 katherine.wakefield@act.gov.au

Quality, Safety, Innovation and Improvement

Quality and Safety Executive

Choosing Wisely Project Officer

Health Professional Level 4 \$107,475 - \$115,687, Canberra (PN: 45755)

Gazetted: 16 January 2020

Closing Date: 27 January 2020

Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

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

Overview of the Work Area and Position

The Quality, Safety, Innovation and Improvement Division (the Division) is focusing on Canberra Health Services' strategic approach to patient safety, quality, governance and risk with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on Canberra Health Services' quality approach to deliver person-centred, safe and effective care and developing a culture of continuous quality improvement, as well as providing strategic frameworks in quality, governance and risk across Canberra Health Services.

Branches within the Quality, Safety, Innovation and Improvement Division include:

Legal and Insurance

Patient Experience

Patient Safety

Clinical Effectiveness

The role of the Quality, Safety, Innovation and Improvement Division is to support improvements in person-centred, safe and effective care delivery. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement.

The Choosing Wisely initiative is a clinician-led approach to reducing tests, treatments and procedures that are not essential to care and which may in fact cause harm. Under Broad Direction, the Project Officer will be responsible for managing all aspects of implementing the Choosing Wisely initiative within Canberra Health Services and will work closely with clinicians, consumers and other key stakeholders to ensure the successful delivery of the project.

Eligibility/Other Requirements:

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

OR

Tertiary qualifications or equivalent in a health profession and eligibility for membership of the appropriate professional organization.

Desirable:

Hold a current driver's licence. Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Please note there are two advertisements running concurrently on Req ID 01NVJ and Req ID 01NUE. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

Contact Officer: Katherine Wakefield (02) 5124 6002 katherine.wakefield@act.gov.au

Quality, Safety Innovation and Improvement

Quality and Safety Executive

Executive Officer

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 32557)

Gazetted: 16 January 2020

Closing Date: 23 January 2020

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

Overview of the work area and position:

The Quality, Safety Innovation and Improvement Division is focusing on Canberra Health Services' strategic approach to patient safety, quality, governance and risk with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Person-Centred, Safe and Effective Care and developing a culture of continuous quality improvement, as well as providing strategic frameworks in quality, governance and risk across Canberra Health Services.

This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

Branches within the Quality, Safety, Innovation and Improvement Division are:

Clinical Effectiveness

Patient Safety

Patient Experience

Risk Management

Legal and Insurance

The Executive Officer position reports to the Executive Director Quality, Safety, Innovation and Improvement and works closely with the Senior Management team of the division.

The Executive Officer is responsible for the coordination and preparation of government business including briefings and correspondence, internal minutes, cabinet submissions and assembly material, and divisional business and projects.

Eligibility/Other Requirements:

Mandatory: Relevant qualifications in public sector management and/or relevant public sector experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Denise Lamb (02) 5124 9549 denise.lamb@act.gov.au

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Health Systems Policy and Research

Public Health Protection and Regulation

Health Protection Service

Acting Assistant Director Operations (Deputy Chief Pharmacist)

Pharmacist Level 5 \$126,577 - \$142,494, Canberra (PN: 38199)

Gazetted: 14 January 2020

Closing Date: 17 January 2020

Details: The Pharmaceutical Services Section (PSS) within ACT Health has statutory and non-statutory responsibilities to promote the safe use of medicines in the ACT community. These responsibilities are stipulated under the *Medicines, Poisons and Therapeutic Goods Act 2008* and *Public Health Act 1997*. The section is responsible for regulating controlled medicines prescribing and supply in the ACT, in the interest of minimising the risks associated with their abuse, misuse and diversion. This includes assessing applications from prescribers for approval to prescribe controlled medicines, and monitoring supplies from pharmacies through its prescription monitoring system.

The section is also responsible for issuing licences and conducting inspections of premises that deal with medicines or poisons in the ACT as well as regulating community pharmacy ownership and premises in the ACT through issue of licences to pharmacy owners and conducting inspections. The section also acts as the Territory Recall Co-ordinator for distributing information to affected parties on behalf of the TGA for recalled medicines and medical devices.

This temporary Assistant Director Pharmacist position is for up to 30 June 2021 with possible extension, to assist with managing operations within Pharmaceutical Services whilst the nominal occupant is partially assigned to fixed term project activities. The position will be minimum part time (0.5 Full Time Equivalent (FTE) working hours), which may be requested to increase over the course of the employment period subject to project needs and position backfill requirements.

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: Be registered or have applied for registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence.

Note: This is a temporary position available from 02 March 2020 until 30 June 2020. This position is part-time at (18) hours per week and the full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: To apply, please submit your curriculum vitae with names of two references, and a maximum two A4 page response to the Selection Criteria.

Applications should be submitted via the Apply Button now.

Contact Officer: Vivien Bevan (02) 5124 9260 vivien.bevan@act.gov.au

Major Projects Canberra

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

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

Project Development and Support

Ministerial, Governance and Corporate Support

Governance Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 33687)

Gazetted: 14 January 2020

Closing Date: 28 January 2020

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

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

The Governance Officer works as part of a small team that works across Major Projects Canberra to develop the policies and procedures necessary to support the successful delivery of infrastructure for the Canberra community in accordance with the ACT Government's Performance and Accountability Framework.

Eligibility/Other Requirements: Tertiary qualifications in public sector management, governance and/or organisational performance would be well regarded. Expert level MS Word, Excel, PowerPoint, Outlook and SharePoint.

Note: This position is available from 20 January 2020 to 19 January 2021, with possibility of extension. Selection may be based on application and referee reports only.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit a two page pitch addressing the capabilities and your suitability for the role, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Kylie Bailey (02) 6205 4570 kylie.bailey@act.gov.au / Lily Mulholland (02) 6207 1786
Lily.Mulholland@act.gov.au

Project Development and Support

Contract and Prequalification

Prequalification's Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 14547)

Gazetted: 10 January 2020

Closing Date: 24 January 2020

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Contracts and Prequalification Unit is part of the Project Development and Support Division. The position is within the Prequalification team.

The ACT Government has operated a Prequalification Scheme for construction suppliers since 1993.

Prequalification may be a condition of participating in a Procurement Process conducted by the ACT Government.

This team provides an assurance role in the delivery of projects managed by MPC.

The team maintains all Prequalification records and data bases and publishes lists of Prequalified Contractors on the Major Projects Canberra website. As a Prequalification Officer you will, under general direction, assess prequalification applications and make recommendations to the Director. This includes making a recommendation as to the financial level that should be given to an Applicant.

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 and a background in the construction industry or related fields or past experience in Financial Assessment would be desirable.

Note: This is a temporary position available immediately for nine months with the possibility of extension up to a further three 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. 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 the above role sounds like you and you want to be part of a dynamic and dedicated team please submit an application of no more than two pages addressing the capabilities and your suitability for the role, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Noel Bradfield (02) 6207 7154 noel.bradfield@act.gov.au

APPOINTMENTS

ACT Audit Office

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

Yue Lu 863-43169, Section 68(1), 20 January 2020

Chief Minister, Treasury and Economic Development

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

Lori Catelli 863-43409, Section 68(1), 13 January 2020

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

Alexi Dove 858-79199, Section 68(1), 16 January 2020

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

Emma Matthews 841-05394, Section 68(1), 16 January 2020

Community Services

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

Lee-Ann Akauola 863-45420, Section 68(1), 13 January 2020

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

Renee Barbara 863-44890, Section 68(1), 6 January 2020

Youth Worker 1/2 \$64,230 - \$77,212

Aleksandar Ginoski 858-72202, Section 68(1), 10 January 2020

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

So Young Lee 853-78335, Section 68(1), 9 January 2020

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

Ewan McArthur 858-64990, Section 68(1), 9 January 2020

Youth Worker 1/2 \$64,230 - \$77,212

Jessie Zala 858-72210, Section 68(1), 10 January 2020

Education

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

Samantha Ginger 849-06255, Section 68(1), 6 January 2020

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

Lucy Marchant 863-45463, Section 68(1), 9 January 2020

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

Palakkumar Patel 863-43601, Section 68(1), 7 January 2020

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

Rachel Webster 863-45869, Section 68(1), 13 January 2020

Transport Canberra and City Services

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

Huan Jiang 863-44655, Section 68(1), 13 January 2020

EGSO4.2 - Workshop Staff \$68,875

John Masih 858-73811, Section 68(1), 3 January 2020

Bus Operator - Training \$69,746

Nerida Shone 827-54585, Section 68(1), 6 January 2020

Suburban Land Agency

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

Peter Davies 863-43062, Section 68(1), 13 January 2020

Canberra Health Services

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

Blessing Akoma 861-30171, Section 68(1), 26 December 2019

Health Professional Level 4 \$107,475 - \$115,687

Deborah Bell 853-63432, Section 68(1), 16 January 2020

Radiation Therapist Level 2 \$68,885 - \$95,209

Kaiden Connor 863-45690, Section 68(1), 13 January 2020

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

Elli Gardiner 863-41219, Section 68(1), 10 January 2020

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

Katherine Gibbens 862-64866, Section 68(1), 13 January 2020

Radiation Therapist Level 2 \$68,885 - \$95,209

Connor Hayes 863-46175, Section 68(1), 14 January 2020

Registered Nurse Level 5.3 \$139,701

Tami Murrells 862-64663, Section 68(1), 2 January 2020

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

Natalie O'Connell 847-11909, Section 68(1), 13 January 2020

Enrolled Nurse Level 1 \$61,658 - \$65,876

Chaman Shrestha 861-30817, Section 68(1), 20 February 2020

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

Elise Sturgess 861-31430, Section 68(1), 20 February 2020

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

Cayley Tetley 863-44954, Section 68(1), 13 January 2020

ACT Health

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

Jennifer Newman 859-53651, Section 68(1), 8 January 2020

Information Technology Officer Class 2 \$85,394 - \$97,732

Geet Sebastian 863-45439, Section 68(1), 13 January 2020

TRANSFERS

ACT Audit Office

Erika Hudleston: 853-58545

From: Senior Audit Manager \$126,736 - \$147,006
ACT Audit Office
To: Senior Audit Manager \$126,736 - \$147,006
ACT Audit Office, Canberra (PN. 45825) (Gazetted 5 November 2019)

Canberra Health Services

Kirsten Galafassi: 853-80355

From: Senior Officer Grade C 115,687
Justice and Community Safety
To: Senior Officer Grade C \$107,475 - \$115,687
Canberra Health Services, Canberra (PN. 44562) (Gazetted 3 October 2019)

Fiona McDonald: 858-69951

From: Registered Nurse Level 3.1 \$106,795 - \$111,190
Canberra Health Services
To: Registered Nurse Level 2 \$93,151 - \$98,728
Canberra Health Services, Canberra (PN. 41585) (Gazetted 19 September 2019)

Ellen Scanes: 786-44551

From: Registered Midwife Level 2 \$94,409 - \$100,061
Canberra Health Services
To: Registered Midwife Level 2 \$94,409 - \$100,061
Canberra Health Services, Canberra (PN. 36794) (Gazetted 28 November 2019)

ACT Health

Sinead Clarke: 836-13135

From: Administrative Services Officer Class 6 \$85,394 - \$97,732
ACT Health
To: Administrative Services Officer Class 6 \$85,394 - \$97,732
ACT Health, Canberra (PN. 45752) (Gazetted 21 November 2019)

PROMOTIONS

Canberra Institute of Technology

Education and Training Service

Trade Skills

Josephine Whitfield: 788-41360

From: Teacher Level 1 \$75,442 - \$100,661
Canberra Institute of Technology
To: †Manager Education Level 1 \$124,625
Canberra Institute of Technology, Canberra (PN. 51894) (Gazetted 16 January 2020)
This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

Chief Minister, Treasury and Economic Development

Policy and Cabinet

Economic and Regional Policy

Joel Hankinson: 853-74086

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

Environment, Planning and Sustainable Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 45611) (Gazetted 5 November 2019)

Shared Services

Strategic Business

Portfolio Governance

Lucy Taylor: 820-83208

From: Senior Information Technology Officer Grade C \$107,475 - \$115,687

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 19235) (Gazetted 10 May 2019)

Economic and Financial Group

Asset Liability Management

Lieva Titheradge: 799-99493

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 45233) (Gazetted 28 October 2019)

Community Services

Housing ACT

Client Services

Gateway Services

Carlene Brookes: 820-94732

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

Community Services

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

Community Services, Canberra (PN. 03365) (Gazetted 29 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.

Education

Service Design and Delivery

Learning and Wellbeing Policy and Design

Aboriginal and Torres Strait Islander Education

Angela Burroughs: 824-60691

From: Classroom Teacher \$71,113 - \$106,448

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 14134) (Gazetted 26 November 2019)

School performance and Improvement

South and Weston Network

Isabella Plains Early Childhood School

Jane Harrold: 843-34568

From: School Assistant 4 \$65,487 - \$70,910

Education

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

Education, Canberra (PN. 44886) (Gazetted 28 June 2019)

School Performance and Improvement

Belconnen Network

Kingsford Smith School

Karen Murray: 779-01800

From: School Leader \$122,856

Education

To: †School Leader B \$143,046

Education, Canberra (PN. 15352) (Gazetted 25 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.

School Performance and Improvement

Tuggeranong Network

Charles Conder Primary School

Kimberley Tucker: 779-28907

From: Classroom Teacher \$71,113 - \$106,448

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 33947) (Gazetted 5 December 2019)

Environment, Planning and Sustainable Development

Planning Delivery

Planning Support and ACAT Coordination, Merit Assessment, Deed Management

Natalie Lacey: 796-73530

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 05445) (Gazetted 30 January 2019)

Chief Operating Officer

Finance, Information and Asset

Strategic Finance

Yan Sun: 853-46886

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

Chief Minister, Treasury and Economic Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 46317) (Gazetted 17 December 2019)

Justice and Community Safety

Community Safety

Security and Emergency Management

Julie Butt: 853-55117

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

Chief Minister, Treasury and Economic Development

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

Justice and Community Safety, Canberra (PN. 07944) (Gazetted 9 July 2019)

Emergency Services Agency

ACT Ambulance Service

Jessica Wilson: 835-71529

From: Intensive Care Paramedic 1 \$82,062 - \$90,926
Justice and Community Safety
To: †Ambulance Manager Level 2 \$124,057 - \$130,659
Justice and Community Safety, Canberra (PN. 23864) (Gazetted 19 November 2019)

Canberra Health Services

Clinic Services

Medicine

Subha Antony: 825-49506

From: Registered Nurse Level 1 \$67,984 - \$90,814
Canberra Health Services
To: Registered Nurse Level 2 \$94,409 - \$100,061
Canberra Health Services, Canberra (PN. 22527) (Gazetted 26 September 2019)

Lynelle Boisseau: 261-24861

From: Registered Nurse Level 3.1 \$108,237 - \$112,691
Canberra Health Services
To: †Registered Nurse Level 4.1 \$122,360
Canberra Health Services, Canberra (PN. 30642) (Gazetted 24 October 2019)

Clinical Services

Critical Care

Jillian Davis: 261-64214

From: Registered Nurse Level 4.3 \$139,701
Canberra Health Services
To: †Registered Nurse Level 5.5 \$166,958
Canberra Health Services, Canberra (PN. 15573) (Gazetted 7 November 2019)

Ciaran Doolan: 827-40175

From: Administrative Services Officer Class 5 \$79,253 - \$83,888
Canberra Health Services
To: Administrative Services Officer Class 6 \$85,394 - \$97,732
Canberra Health Services, Canberra (PN. 17316) (Gazetted 5 December 2019)

Medical Services

Pathology

Barry Fitzgerald: 848-19389

From: Health Professional Level 2 \$66,096 - \$90,737
Canberra Health Services
To: Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade)
Canberra Health Services, Canberra (PN. 44776) (Gazetted 21 November 2019)

Clinical Services

Mental Health

Angela Freeman: 847-03028

From: Health Professional Level 2 \$66,096 - \$90,737
Canberra Health Services
To: Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade)
Canberra Health Services, Canberra (PN. 16736) (Gazetted 23 November 2018)

Clinic Services

Surgery

Ebony Hedley: 844-34278

From: Registered Nurse Level 1 \$67,984 - \$90,814
Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061
Canberra Health Services, Canberra (PN. 19489) (Gazetted 21 November 2019)

Clinical Services

Client Services

Emma Kemp: 859-51998

From: Enrolled Nurse Level 1 \$61,658 - \$65,876

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 40013)

Canberra Hospital and Health Services

Isaac Knott: 847-04020

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 20390)

Canberra Hospital and Health Services

Clinical Services

Carmel Brayne: 827-25020

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

Canberra Health Services

To: †Registered Nurse Level 4.1 \$122,360

Canberra Health Services, Canberra (PN. 28537) (Gazetted 5 December 2019)

Clinical Services

Medicine

Ayoung Kwon: 834-44669

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22337) (Gazetted 26 September 2019)

Canberra Hospital and Health Services

Brodie Mason: 846-98767

From: Enrolled Nurse Level 1 \$61,658 - \$65,876

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 46441)

Canberra Hospital and Health Services

Jisha Mathews: 858-52017

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 40030) (Gazetted 14 November 2019)

Clinic Services

Uni of Canberra Hospital

Georgia McDonald: 848-21307

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 40401) (Gazetted 21 November 2019)

Medical Services

Imaging

Jacob Shanks: 848-85335

From: Medical Imaging Level 2 \$66,096 - \$90,737

Canberra Health Services

To: Medical Imaging Level 3 \$102,682 - \$108,195 (up to \$113,560 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 46266) (Gazetted 7 November 2019)

Medical Services

Imaging

Ashleigh Streatfield: 848-85220

From: Medical Imaging Level 2 \$66,096 - \$90,737

Canberra Health Services

To: Medical Imaging Level 3 \$102,682 - \$108,195 (up to \$113,560 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 28800) (Gazetted 7 November 2019)

Susan Ward: 853-70691

From: Registered Nurse Level 3.2 \$122,360

Canberra Health Services

To: †Registered Nurse Level 4.3 \$139,701

Canberra Health Services, Canberra (PN. 21908) (Gazetted 28 November 2019)

Medical Services

Imaging

Madeline Wiesner: 853-75273

From: Medical Imaging Level 2 \$66,096 - \$90,737

Canberra Health Services

To: Medical Imaging Level 3 \$102,682 - \$108,195 (up to \$113,560 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 46365) (Gazetted 7 November 2019)

Corrigenda

Chief Minister, Treasury and Economic Development

R Binks promotion notified in gazette 9 January 2020. Surname was misspelt.