



ACT Government Gazette

Gazetted Notices for the week beginning 25 June 2020

VACANCIES

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>

Strategic Infrastructure Division

Executive Branch Manager, Strategic Infrastructure

Executive Level 1.2 \$221,815 - \$230,275 depending on current superannuation arrangements, Canberra (PN: E1088)

Gazetted: 30 June 2020

Closing Date: 14 July 2020

Details: Strategic Infrastructure Division is responsible for Territory-wide health infrastructure policy, strategy and design, including public hospital campus planning. The division also has responsibility for ACT Health's Territory-wide property portfolio. The Division is a fun place to work, where people enjoy a laugh and are self-motivated, team players and results driven. The workplace is flexible, and output focussed with a strong culture of work/life balance coupled with the delivery of high-quality results.

As the Executive Branch Manager, Strategic Infrastructure, you will have an understanding of the planning and delivery of infrastructure projects in the ACT context, particularly an understanding of Government processes including Ministerial, Cabinet and business case processes. You will be an enthusiastic strategic thinker who can contribute to a positive culture, work well with a wide range of people and agencies and come to work with a positive attitude and delivery mentality.

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.

Remuneration: The position attracts a remuneration package ranging from \$221,815 to \$230,275 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$169,203.

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

How to Apply: Please submit a written application of no more than four pages, responding to the Executive Capabilities in the Position Description, a current curriculum vitae, and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liz Lopa (02) 5124 9805 liz.lopa@act.gov.au

Corporate Services

Corporate and Governance

People Strategy

Senior Advisor

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 42557)

Gazette Date: 26 June 2020

Closing Date: 03 July 2020

Details: People Strategy within the Corporate and Governance Branch, ACT Health Directorate are seeking a dynamic and self-motivated individual to join our team. We expect you to have generalist Human Resource (HR) experience and are specifically seeking officers with experience in Injury Management and or Employee Relations. This position will take a client focused approach, managing client relationships and working in partnership with colleagues, managers and external service providers to resolve workplace issues at the local level, tailor fit for purpose rehabilitation solutions and contribute to optimum return to work outcomes.

The successful applicants will need to provide consistent, policy-based advice, and work within the parameters of the employment framework to develop responsive and flexible solutions in response to stakeholder needs. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available until 8 February 2021 with possibility of permanency. While the current opportunity available is to backfill a person going on maternity leave, 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: In two pages or less please address the Selection Criteria, outlining what skills and experience you bring to the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Deborah Raets (02) 5124 9825 Deborah.Raets@act.gov.au

Office of the Director-General

Office of the Director-General

Executive Officer, Office of the Director-General

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 44977)

Gazette Date: 01 July 2020

Closing Date: 15 July 2020

Details: ACT Health Directorate is looking for a highly experienced, dynamic individual to undertake the role of Executive Officer, Office of the Director-General. The Executive Officer provides high level administration, corporate and governance support to the Office of the Director General. The position also has responsibility for providing secretariat level support to the Directorate Leadership Committee, and for the coordination and preparation of high level briefing material for the Director-General's attendance at key strategic meetings. The successful applicant will work collaboratively with the Director-General's executive assistant, the Directorate's senior executives, strategic communications team, and the Ministerial and Government Services team to ensure the priorities of the Director-General are met.

Applicants will have the ability to build and maintain effective working relationships across the ACT Health Directorate and ACT Government more generally, as well as maintaining strong and effective relationships with external stakeholders.

Note: This position is a temporary position available from 17 August 2020 for a period of twelve months. Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to submit a statement of claims against the Selection Criteria, their curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Naveen Wijemanne (02) 5124 9814 Naveen.Wijemanne@act.gov.au

Health Systems, Policy and Research Group

Office of Professional Leadership and Education

ACT Chief Nursing and Midwifery Office

Assistant Project Officer: Nurses and Midwives -Towards a Safer Culture

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 48146)

Gazette Date: 01 July 2020

Closing Date: 15 July 2020

Details: We are looking for an enthusiastic and energetic person who enjoys having a high level of autonomy and responsibility to assist the team on the Nursing and Midwifery - Towards a Safer Culture Strategy.

The Nursing and Midwifery - Towards a Safer Culture team work collaboratively with staff at Canberra Health Service, Calvary Public Hospital Bruce and within ACT Health Directorate to coordinate, support and advise on implementation of the strategy.

We are after someone that has great coordination and communication skills, take direction but then work with high degree of independence. This will require effective liaison, consultation and collaboration with relevant stakeholders. You will be expected to be able to prepare quality written briefs, reports and formal high-level guidelines and/or clinical policies.

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

Eligibility/Other Requirements: Undergo a pre-employment National Police check. Must hold a current driver's licence.

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

How to Apply: Please submit a current curriculum vitae and a written response of up to two pages. The response should address your Knowledge, Skills and Capabilities against the Selection Criteria listed in the Position Description. Please supply contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Louise Botha (02) 5124 9906 Louise.Botha@act.gov.au

Health Systems, Policy and Research

Preventive and Population Health

Health Promotion

Project Officer, Health Promotion

Administrative Services Officer Class 6 \$86,547 - \$99,051 , Canberra (PN: 24034)

Gazetted: 1 July 2020

Closing Date: 15 July 2020

Details: Preventive and Population Health (PPH) has carriage of policy and program delivery relating to a range of issues including health promotion and preventive health. PPH also collects, analyses and disseminates information on the health status and health-related behaviours of the ACT population which can be used to monitor, evaluate and guide health service planning and policy development.

Health Promotion: The Health Promotion Section initiates and manages programs and initiatives that aim to improve the health and wellbeing of the ACT population. These initiatives are delivered in partnership with various stakeholders including schools, businesses, sporting clubs, community organisations and other government agencies. Health Promotion activities seek to influence the social and environmental conditions that impact on population and individual health. Initiatives target both the whole ACT population and specific population groups. 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:

Undergo a pre-employment National Police check.

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

Note: A merit pool 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adrian Ison (02) 5124 9514 adrian.ison@act.gov.au

ACT Integrity Commission

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

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

Office Manager

Executive Assistant and Office Manager

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 46603)

Gazetted: 30 June 2020

Closing Date: 16 July 2020

Details: The Hon Dennis Cowdroy AO QC was appointed on 1 July 2019 as the ACT's inaugural Integrity Commissioner. The ACT Integrity Commission commenced its' operational activities on 1 December 2019 and will investigate and prevent corrupt conduct and foster public confidence in the ACT Legislative Assembly and the ACT public sector. Applications are currently sought for an Executive Assistant and Office Manager.

The Executive Assistant and Office Manager will manage all office administration systems, which include day to day, financial and recruitment administration and the Commission's record keeping systems. This role will also manage a small team of administration assistants in the function of these tasks.

In addition to administration responsibilities, the Executive Assistant and Office Manager will provide high level administrative and executive support to the Commissioner and the Chief Executive Officer, including diary management, travel bookings, coordination of meetings with internal and external stakeholders and preparation of high-quality correspondence.

This role is expected to contribute to the design and implementation of administrative policy in accordance with the Commission's legislation and objectives. In addition to this, the role will co-ordinate the production of the ACTIC's Annual Report.

This position is a role model for professionalism and administration expertise. It is expected this position will provide clear guidance and mentoring to administration staff and work collaboratively with Senior Management in ensuring the objectives of the Commission are successfully and professionally implemented.

Eligibility/Other Requirements:

Administration experience and expertise including the ability to plan, coordinate and prioritise work (ideally gained in a law enforcement, oversight, compliance or regulatory environment) within a multi skilled, team office environment.

The ability to prepare considered, high level written communication and documentation to internal and external stakeholders.

Well-developed analytical skills.

Note: Applicants who have been employed as an ACT Public Servant in the past 5 years are not eligible to apply.

How to Apply: Applicants must address the Selection Criteria as outlined in the Position Description. Responses must not exceed one page per criterion. Applications that do not address the selection criteria will not be considered.

Applications should be submitted via the Apply Now button below.

Contact Officer: Victoria Lennon (02) 6205 2173 Victoria.Lennon@integrity.act.gov.au

Calvary Health Care ACT (Public)

Clinical Governance and Quality Unit

Standards and Quality Improvement Coordinator

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

Gazette Date: 2 July 2020

Closing Date: 12 July 2020

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

Reference Number: 13307

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

Contact Officer: Belinda Yates Belinda.yates@calvary-act.com.au

Medical Records

Administration Officer

Administrative Services Officer Class 2/3 \$57,454.00 - \$70,058.00, Canberra (PN, Expected)

Gazette Date: 2 July 2020

Closing: 16 July 2020

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

Reference Number: 13282

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

Contact Officer: Maree Winbank (02) 6201 6260

Surgical Booking Clerk

Administrative Services Officer Class 4 \$71,309 - \$78,254, Canberra (PN, Expected)

Gazette Date: 2 July 2020

Closing Date: 17 July 2020

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

Reference Number: 13137

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

Contact Officer: Karen Burgan Karen.Burgan@Calvary-act.com.au

Critical Care Registrar and Senior Registrar

Registrar 1-4 \$105,594 - \$148,346, Canberra (PN, Expected)

Gazette Date: 2 July 2020

Closing Date: 30 July 2020

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

Reference Number: 13281

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

Contact Officer: Dr Michael Wu Michael.Wu@calvary-act.com.au

Canberra Health Services

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

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

Clinical Services

Medicine

Renal

Assistant Director of Nursing Renal and Endocrine/Diabetes

Registered Nurse Level 4.3 \$139,701, Canberra (PN: 18044)

Gazetted: 02 July 2020

Closing Date: 21 July 2020

Our Vision: Creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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

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

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

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

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

Overview of the work area and position

The Assistant Director of Nursing (ADON) Renal and Endocrine/Diabetes holds a senior nursing leadership position within the Division of Medicine. The Renal specialty is a network across ACT and Southern NSW. The ADON in consultation with the Director of Nursing and the Unit Directors of Renal and Endocrine/Diabetes provides strategic leadership, direction, planning and operational input to achieve quality patient care and service delivery outcomes within Medicine. The ADON reports to the Director of Nursing. You will actively support, guide and collaborate with Renal and Endocrine/Diabetes Clinical Nurse Consultants and Senior Nurse Lead in strategic implementation of evidence-based practice, auditing, reporting and compliance to standards, procedure and policies across CHS and the national governing bodies. The ADON will also work in collaboration with the other ADONs in the Division to deliver high quality person-centred care.

Eligibility Other Requirements:

Desirable:

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

Relevant post graduate qualifications or equivalent.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Kellie Noffke (02) 5124 2012 kellie.noffke@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

IMPACT Liaison Officer

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 17213)

Gazetted: 02 July 2020

Closing Date: 13 July 2020

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

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

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

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

Overview of the work area and position:

Child and Adolescent Mental Health Services (CAMHS), Perinatal and Infant Mental Health Consultation Service (PIMHCS) is community based, multidisciplinary service for women with moderate to severe mental health problems who are planning pregnancy, are pregnant, and in the first year after birth. We provide specialist

perinatal mental health consultation and advice to clients and to referring services. We aim to optimise the wellbeing of the mother and infant, with a particular focus on enhancing the mother-infant relationship. As the IMPACT (Integrated Multi-agencies for Parents and Children Together) Liaison Officer for the division, the health professional would be required to consult and liaise with adult mental health teams and other community agencies/groups to develop positive and constructive partnerships for the service provision and support of vulnerable families.

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

The team member may also facilitate group work and provide support to HP1 and HP2 clinicians and undertake other duties within the PIMHCS as directed, within the approved scope of practice.

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia.

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

For Psychology:

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

Minimum of three years (ideal five years) post qualification

Desirable:

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

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

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

Minimum of three years (ideal five years) post qualification

Desirable for all disciplines:

Experience in working with children, young people and women and infants in the perinatal period.

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

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

Note: This is a part-time permanent position available at 18.4 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Bridget Dillon 02 5124 3133 bridget.dillon@act.gov.au

Allied

Acute Allied Health Services

Exercise Physiology

Exercise Physiologist

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 23806)

Gazetted: 02 July 2020

Closing Date: 14 July 2020

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Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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

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

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

Overview of the work area and position:

The Exercise Physiology Department is based within Acute Allied Health Services and provides Exercise Physiology services to a range of clients in an inpatient and outpatient setting. The Exercise Physiology Department specialises in the provision of clinical exercise prescription and lifestyle modification for individuals with chronic disease and/or injury. The department also provides support to the School Kids Intervention Program, Cardiac Rehabilitation and Heart Function Rehabilitation Programs.

Our Exercise Physiologists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high-quality patient centred care.

Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. The overall functions of the Exercise Physiologist under professional supervision include:

Promoting positive client outcomes through the provision of high-quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.

Promoting individual or group service delivery.

Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

Clinical supervision, and professional development is provided through the department, supervision support, and informal and formal professional development opportunities.

Eligibility/Other Requirements:

Experience in the Exercise Physiology Department (highly desirable)

Mandatory:

Exercise/Sports Science Degree or equivalent qualification from a recognised tertiary institution.

Current accreditation with Exercise and Sports Science Australia (ESSA).

Current driver's licence.

At least one year of full-time equivalent work experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Comply with CHS credentialing requirements for allied health.

Comply with CHS Occupational Assessment, Screening and Vaccination policy.

The successful applicant may also be required to provide immunisation status papers.

Note: This is a temporary position available for a period of six months. An order of merit may be established to fill future temporary and/or permanent vacancies at level over the next 12 months. Part-time hours may be considered. This position may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Sarah McGrath (02) 5124 3616 sarah.mcgrath@act.gov.au

Clinical Services

Medicine

Diabetes Service

Diabetes Nurse Educator

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 25202)

Gazetted: 02 July 2020

Closing Date: 9 July 2020

Details: About us

Our Vision: Creating exceptional health care together.

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

Overview of the work area and position

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

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

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

Eligibility/Other Requirements:

Mandatory:

- Be registered as a Registered Nurse with the Australian Health Practitioner Regulation Agency (APHRA).
- Must hold and maintain a current driver's licence.

Highly Desirable:

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

Prior to commencement successful candidates will be required to:

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

Note:

This is a temporary position available for a period of 10 months.

Contact Officer: Lynelle Boisseau 0435446516 lynelle.boisseau@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health Services

Forensic Mental Health Services

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 39502)

Gazetted: 02 July 2020

Closing Date: 10 July 2020

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Overview of the Work Area and Position

The Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings.

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

FMHS Forensic Consultation and Intervention Service (FoCIS)

FMHS Mental Health Court Assessment and Liaison (MHCALS)

FMHS Custodial Mental Health (CMH) service incorporating:

CMH – Adult, at the Alexander Maconochie Centre, and

CMH – Child and Adolescent, at Bimberi Youth Justice Centre

The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process.

Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, risk assessment, and therapeutic interventions. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service.

Eligibility/Other Requirements:

Mandatory:

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

Minimum 12 months prior experience in mental health field

Relevant experience in the area of mental health.

Current driver's licence

Desirable:

Prior experience in a forensic/correctional or inpatient mental health setting

Prior experience in mental health triage/crisis service

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 six months with the possibility of extension. This position involves shift work between 0830hrs and 1900hrs and weekend and public holiday work. Custodial and laundry allowance applies. Selection may be based on written application and referee reports only.

Contact Officer: Gillian Sharp (02) 5124 2785 gillian.sharp@act.gov.au

Clinical Services

University of Canberra Hospital

Centre for Rehabilitation

Rehabilitation Care Coordinator

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 40768)

Gazetted: 02 July 2020

Closing Date: 13 July 2020

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

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

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

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

Overview of the work area and position:

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

The Registered Nurse Level 2 provides leadership and guidance to staff as well as person centred nursing care.

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.

Post Graduate studies in Health-related field.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Katherine McKinnon (02) 5124 0033 katherine.mckinnon@act.gov.au

Clinical Services

Cancer Nursing

Palliative Care

Registered Nurse Level 2 - Palliative Care

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22547)

Gazetted: 02 July 2020

Closing Date: 15 July 2020

Details:

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

Overview of the work area and position

The Palliative Care Service at Canberra Health Services is a consult liaison service operating during business hours and services patients with palliative needs throughout the wider hospital campus. The role provides support and education for staff across diverse professional background and works closely with other discipline in all wards in Canberra Hospitals and provides leadership in nursing care of patients and their families or carers along with direct care of complex patients. It is a critical reference point for patients and families with complex nursing, medical and psychosocial needs relating to their overall diagnosis, treatment or adjusting to a new palliative care diagnosis. The Division of Cancer and Ambulatory Support provides comprehensive cancer screening, diagnostic, assessment and treatment services in inpatient, outpatient and non-admitted treatment settings.

Eligibility/Other Requirements

- At least three years post graduate experience in working with people with life limiting illnesses and/or post graduate education in palliative care.

Mandatory:

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Be registered under the Working with Vulnerable People (Background Checking) Act 2011.
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Julianne Siggins 0412 501 716 julianne.siggins@act.gov.au

Clinical Services

Medicine

Clinical

Registered Nurse Level 2

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 12099, several)

Gazetted: 02 July 2020

Closing Date: 14 July 2020

Our Vision: creating exceptional health care together

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

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

Overview of the work area and position

Ward 7B is an acute medical ward which predominantly caters for General Medicine patients such as eating disorder as well as medically unwell mental health patients. The ward provides a supportive, nurturing and

learning environment to enable RN's to deliver high quality care to acutely unwell patients. We value and encourage innovation. The ward has 26 beds with a capacity to flex to 32 beds.

Eligibility/Other Requirements:

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

Mandatory:

Applicants must have a minimum of three years post graduate nursing experience in the related field of nursing

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Zivai Maburuse (02) 5124 2657 zivai.maburuse@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drugs Services

Justice Health Services

Registered Nurse 2- Population Health - Custodial Health

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 29145)

Gazetted: 02 July 2020

Closing Date: 16 July 2020

Details: Our Vision: Creating exceptional health care together. Our Role: To be a health service that is trusted by our community. Our Values: Reliable, Progressive, Respectful and Kind Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to: •The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services. •University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. •Four Walk-in Centres: which provide free treatment for minor illness and injury. •Six community health centres: providing a range of general and specialist health services to people of all ages. •A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services. Overview of the work area and position The Justice Health Services, Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre and Bimberi Youth Justice Centre. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services. At this level you will provide high quality population health services to patients in custody including screening, education and treatment of people with chronic disease, communicable diseases and sexual health issues. You will be responsible for the day to day clinical assessment and management patients of the Justice Health Services Population Health Team. This includes providing access to Population Health services in the Hume Health Centre and Bimberi Youth Justice Centre clinic; providing expert clinical advice to the Justice Health Services team, including Custodial Mental Health Services and providing care coordination to patients accessing Population health services in custody including monitoring and maintaining access to antiviral therapies. The Population Health Nurse plays a pivotal role in the implementation and delivery of best practice treatment for consumers with complex needs in relation to the physical and psychological treatments required for chronic, complex and communicable diseases. This position works collaboratively with all staff including ACT Correctives Services and Youth Justice Services to ensure optimum service delivery and best evidence practice. The role will be responsible for quality initiatives, data collection and analysis and procedure development. The Population Health Nurse will work within the Custodial Health nursing team to drive change and promote a high-quality service to patients. You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements **Mandatory:** • Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). **Desirable:** • Previous experience in custodial health. • Previous experience working in sexual health, community health or chronic and complex care. • Holds or is working towards qualifications either at a certificate or postgraduate level • Current driver's licence. Prior to commencement successful candidates will be required to: • Undergo a pre-employment National Police Check. • Comply with CHS

Occupational Assessment, Screening and Vaccination policy, (OMU). For more information on this position and how to apply “click here”

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

Mental Health, Justice Health, Alcohol and Drug Services

Office of Chief Psychiatrist

Personal Assistant

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 45872)

Gazetted: 02 July 2020

Closing Date: 13 July 2020

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

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

Overview of the Work Area and Position

Mental Health, Justice Health, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people’s home. These services include:

Adult Acute Mental Health Services;

Adult Community Mental Health Services;

Alcohol and Drug Services;

Child and Adolescent Mental Health Services (CAMHS);

Justice Health Services; and

Rehabilitation and Specialty Mental Health Services.

The Office of the Director of Clinical Services is responsible for providing leadership and oversight to the Medical Officers within Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS). The Director of Clinical Services manages Human Resource, finance and rostering matters. The Office of the Director of Clinical Services will work in close collaboration with the Office of the Executive Director and Program Areas within MHJHADS to ensure Medical Officer work practices support the delivery of safe, high-quality person-centred care.

This position is responsible for the provision of high level administrative support to the Director of Clinical Services, other related administrative duties such as preparing a range of correspondence, diary and inbox management, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests. It is expected that in this position you will assist in the strategic and operational processes required for the Director to undertake their role. This includes the provision of high-quality customer service to the consumers and staff of MHJHADS Division.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Michelle Hemming (02) 5124 1099 michelle.hemming@act.gov.au

Clinical Services

Medicine

Medicine Operational

Personal Assistant Division of Medicine

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 14190)

Gazetted: 02 July 2020

Closing Date: 10 July 2020

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Overview of the work area and position

Applications are sought for an enthusiastic and professional individual to fill the Personal Assistant position within the office of the Director of Nursing, Division of Medicine. This is a great opportunity to develop your skills in a busy office environment.

This position is responsible for managing the daily activities of the Director of Nursing and two Assistant Directors of Nursing within the Division of Medicine by preparing a range of correspondences, management of diary inboxes and calendars, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests.

Applicants will need to be professional and have excellent communications, organisational and time management skills while adhering to Canberra Health Services confidentiality policies and procedures. The applicant must have ability to liaise

It is expected that the Business Manager, Division of Medicine will have a strong understanding of the responsibilities and accountabilities of the functions of the Ambulatory Services and be able to work collaboratively with executives across Canberra Health Services to support the delivery of priorities.

Eligibility/Other Requirements:

Mandatory:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Tarryn Guinard (02) 5124 4504 tarryn.guinard@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Rehab and Specialty Mental Health Service

Allied Health Assistant 3 - Adult Mental Health Rehabilitation Unit

Allied Health Assistant 3 \$66,263 - \$69,516 (up to \$73,540 depending on qualification level), Canberra (PN: 40165)

Gazetted: 02 July 2020

Closing Date: 17 July 2020

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University of Canberra Hospital (UCH):

University of Canberra Hospital and then Rehabilitation, Aged and Community Care (RACC) as the section. It is no longer called the University of Canberra Public Hospital.

Rehabilitation Aged and Community Services

Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. It is planned that in 2018 the inpatient Rehabilitation units will move from the Canberra Hospital to the University of Canberra Hospital.

Overview of the work area and position

Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The AMHDS will be located adjacent to AMHRU at UCH, and will focus upon step-down programs, pharmacotherapy, psychological therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their careers and other key stakeholders.

Under the direction of an Allied Health Professional, Allied Health Assistants provide support to clinical staff with delivering psychosocial interventions to people with a mental illness or a mental disorder. Allied Health Assistants promote the identified recovery goals, working collaboratively with people to achieve these, and support the person to link with community agencies or NDIS providers. Allied Health Assistants level 3 are expected to provide supervision to staff at AHA level 1 and 2 and AHA students.

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

Eligibility/Other Requirements

Mandatory:

- Certificate IV in Mental Health or equivalent qualification.
- A minimum of 24 months experience in a related/relevant organisation/service.
- Must hold a current driver's licence

Desirable:

- Previous experience working in a mental health setting, or similar.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Be registered under the Working with Vulnerable People (Background Checking) Act 2011.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Bronwyn Thomson (02) 51240150 bronwyne.thomson@act.gov.au

Infrastructure Management and Maintenance

Business Support Services

Sterilising Services Technical Officer Level 2 - Team Leader

Sterilising Services Technical Officer Level 2 \$64,220 - \$73,540, Canberra (PN: 29383, several)

Gazetted: 02 July 2020

Closing Date: 15 July 2020

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

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

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

Overview of the work area and position

The Infrastructure and Health Support Services Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. The Sterilising Services section is embedded within this Division. Sterilising Services (SS) provides sterilising services to Canberra Hospital (CH), Calvary Public Hospital Bruce (CPHB) and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of Reusable Medical Devices (RMD). SS provides reprocessing of RMD, purchasing, instrument repairs and maintenance. Sterilising Services is organised into the following functional areas:

Sterilising Services at Mitchell, including management and administration.

Sterilising Unit at Canberra Hospital.

Sterilising Unit at Calvary Public Hospital Bruce.

Eligibility/Other Requirements

Mandatory:

Hold a current driver's licence.

Desirable:

Certificate III in Sterilising

Certificate IV in Sterilising (HTL47015), or Certificate IV in Leadership and Management (BSB40215)

Minimum five years previous experience working in a sterilising services department including sound knowledge of AS/NZS 4187:2014

Experience in leading and mentoring teams. Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note This position involves participating in a rotating roster. The rotating shift roster will require the employee to work within a 24 hour/7 days per week period across all Sterilising Services' sites (Mitchell, Canberra Hospital including Central Reprocessing Unit and Calvary Hospital, please note, Calvary Hospital has an additional shift rotation of 2:30pm – 11:00pm).

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

Contact Officer: Natalie Ogilvie 512 42283 natalie.ogilvie@act.gov.au

Patient Support Services

Wardsperson

Theatre Wardsperson

Health Service Officer Level 5 \$57,039 - \$59,871, Canberra (PN: 20576, several)

Gazetted: 02 July 2020

Closing Date: 10 July 2020

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

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

Overview of the Work Area and Position

Patient Support, Canberra Health Services plays a vital role in the delivery of essential support services to all areas of The Canberra Hospital.

The Theatre Wardsperson position is a support clinical service and provides assistance with patient care within the operating theatres. The Canberra Hospital is a 24-hour service that operates on a daily basis including weekends and public holidays. These positions are to assist with patient manual handling and transport within the operating theatres and throughout the hospital campus.

Eligibility/Other Requirements:

Desirable:

Knowledge of Theatre Wardsperson duties and understanding of the Patient Support Services commitment to client services and outcomes.

Ability to work Monday to Friday or shift work at 76 hours a fortnight as required within all areas of the Hospital.

Hold a current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

There are several permanent full-time and part-time positions available. The full-time salary noted above will be pro-rata for part-time work.

Contact Officer: David Hosie (02) 5124 2610 David.Hosie@act.gov.au

University of Canberra Hospital

Rehabilitation Aged and Community Services

Assistant in Nursing

Assistant in Nursing \$52,300 - \$54,070, Canberra (PN: 44684)

Gazetted: 02 July 2020

Closing Date: 9 July 2020

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

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

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

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

Overview of the work area and position:

Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within CHS providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population.

The University of Canberra Hospital is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community-based rehabilitation services. Canberra's first purpose-built rehabilitation hospital will support people recovering from surgery or injury or experiencing mental illness.

Working under the direction of Registered Nurses in a multi-disciplinary team-based environment, the AIN is a key role assisting patients with activities of daily living and caring for patients as part of a team model of care.

Eligibility/Other Requirements:

Mandatory:

Certificate III in Health Services Assistance or recognised equivalent (for example working towards Diploma in Nursing or Bachelor of Nursing)

Desirable:

Experience and qualification in working with Dementia patients and patients with challenging behaviours

Hold a current driver's license.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Contact Officer: Katherine McKinnon (02) 5124 0033 Katherine.McKinnon@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drugs Services

Child and Adolescent Mental Health

Senior Manager Eating Disorders

Health Professional Level 5 \$128,286 - \$144,418, Canberra (PN: 47214)

Gazetted: 02 July 2020

Closing Date: 9 July 2020

Details: About us

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Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

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

Overview of the work area and position:

The senior management position will be responsible for overseeing the development of the Clinical Hub for Eating Disorder Services in the ACT. The Eating Disorders Program is a specialist outpatient therapy service working with consumers and their families whose primary presenting issue is an eating disorder.

The Eating Disorders Program provides assessment and evidence-based treatment, to those with a moderate to severe eating disorder and work with consumers of all ages who reside in the ACT.

A dedicated multidisciplinary team provide evidence-based treatment including Family Based Therapy (FBT), Cognitive Behavioural Therapy – Enhanced (CBT-E), Meal Therapy, group work, and consultation within a recovery framework. The role will also be responsible for establishing and leading the Clinical Hub, this will involve driving change in eating disorder policy and treatment provision, inclusive of writing and implementation of Territory-wide projects for eating disorders. As a senior manager, the Health Professional Officer 5 works to the CAMHS Operational Director and CAMHS Clinical Director on strategic input and support for Divisional and organisational goals. The Health Professional Officer 5 ensures the effective and efficient delivery of Child and Adolescent Mental Health Services in these programs.

Eligibility/Other Requirements

Highly Desirable

Experience and or knowledge of Mental Health, Eating Disorders and evidence-based treatment and recovery frameworks.

Mandatory:

For Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy

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

Eligibility for professional membership of Occupational Therapy Australia

Minimum of 10 years post qualification

For Psychology:

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

Minimum of 10 years post qualification

Highly Desirable:

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

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

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

Minimum of 10 years post qualification

Highly desirable for all disciplines:

Minimum of five years post qualification in a senior management position

Experience in working with children and young people.

Must hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Catherine Furner (02) 5124 1652 catherine.furner@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health

ACMHS Senior Manager- Access and Specialty Teams

Health Professional Level 5 \$128,286 - \$144,418, Canberra (PN: 40755)

Gazetted: 02 July 2020

Closing Date: 14 July 2020

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

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

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

Overview of the work area and position

Adult Community Mental Health Services (ACMHS) are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people, their carers and other key services that access the service. This Senior Manager role will oversee the day to day operations and input into the strategic development and planning for the ACMHS program with particular responsibility for those new services commencing under the ACMHS Model of Care redesign process. This will include the Access Mental Health service, Assertive Community Outreach Service, Home Assessment and Acute Response Team, and the Therapy Team.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in health or a related discipline (Nursing, Occupational Therapy, Psychology or Social Work).

Where relevant, unconditional registration or eligibility for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Current drivers licence.

Desirable:

Previous management/senior management experience in adult community mental health services.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

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

Allied Health

Acute Allied Health Services

Exercise Physiologist

Health Professional Level 4 \$108,926 - \$117,249, Canberra (PN: 22008)

Gazetted: 02 July 2020

Closing Date: 16 July 2020

Details: About us

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

Overview of the work area and position:

The Exercise Physiology Department is based within Acute Allied Health Services and provides Exercise Physiology services to a range of clients in an inpatient and outpatient setting. It specialises in the provision of clinical exercise prescription and lifestyle modification for individuals with chronic disease and/or injury. The department also provides support to the School Kids Intervention Program, Cardiac Rehabilitation and Heart Function Rehabilitation Programs.

Our Exercise Physiologists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high-quality patient centred care. The Manager of Exercise Physiology reports to the Director of Allied Health in the Division of Allied Health and provides clinical leadership, operational management of and guidance to the discipline workforce, and ensures high quality, evidence based service delivery. The manager provides regular input into, and forms an integral part of the Acute Support Allied health leadership team. The manager is responsible for oversight of operational and strategic matters, professional development and supervision, promotion and support of quality improvement and/or research initiatives and contributes to team processes. This is an exciting opportunity for a senior allied health professional to step into this part-time temporary 0.4FTE role to support the manager in a Profession Lead capacity.

Eligibility/Other Requirements:

Mandatory:

Degree or equivalent qualification in Human Movement or Exercise Science or equivalent.

Eligible for accreditation with Exercise and Sports Science Australia (ESSA).

Current driver's licence.

Desirable:

Five years clinical experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Note:

This is a temporary position available for a period of 12 months with the possibility of extension. This is a part-time position at 14:42 hours per week the full-time salary noted above will be pro-rata. This position may be required to participate in overtime and/or on-call.

Contact Officer: Sarah McGrath (02) 5124 3616 sarah.mcgrath@act.gov.au

Clinical Services

Cancer and Ambulatory Support

Cancer Allied Health

Malignant Haematology Specialist Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 00872)

Gazetted: 02 July 2020

Closing Date: 16 July 2020

Details: About us

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

Overview of the work area and position:

The 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 Malignant Haematology Specialist Nurse will work as part of the division's Cancer Supportive Care team. The Malignant Haematology Specialist Nurse role is responsible for co-ordinating the care of clients with complex needs, related to a malignant haematology diagnosis, across the cancer journey.

Eligibility/Other Requirements:

Mandatory:

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

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).

Contact Officer: David Larkin (02) 5124 8540 david.larkin@act.gov.au

Chief Minister, Treasury and Economic Development

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

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

Shared Services ICT

Customer Engagement Services Branch

Service Assurance

Technical Support Administrator

Information Technology Officer Class 2 \$86,547 - \$99,051, Canberra (PN: 27581)

Gazetted: 01 July 2020

Closing Date: 15 July 2020

Details: The Service Assurance Team is seeking a highly motivated person to fulfil the position of Technical Support Administrator within the Refresh Team.

This successful applicant will provide technical expertise and support for the complete refresh process of ICT assets for all ACT Government agencies, in particular those agencies that do not have an embedded ICT asset co-ordinator. This will involve the installation of hardware, software and the deployment of applications as well as providing technical leadership. The position will also assist with projects as directed.

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

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

How to Apply: If this sounds like you please submit a response to the "What you will do" criteria, (details are in the Position Description) of no more than two pages that sets out how you are the best person.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sandra O'Rourke (02) 6207 7924 Sandra.O'Rourke@act.gov.au

Access Canberra

Construction, Utilities and Environmental Protection

Rapid Regulatory Response Team

Compliance Regulator

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 25332)

Gazetted: 01 July 2020

Closing Date: 8 July 2020

Details: Expressions of interest are sought to fill a short term temporary position of a Compliance Regulator in the Rapid Regulatory Response Team. In this role you will respond to complaints received by Access Canberra in relation to building and planning matters. You will conduct compliance regulation activities to assess compliance with the relevant Acts and regulations, including technical building requirements, as well as on-site inspections and audits. Please see attached the position description outline the positions responsibilities.

Note: This is a temporary position available from 1 July 2020 to 30 September 2020 with the possibility of extension up to six months. This position is available to ACT Government officers and employees only.

How to Apply: If you have read the position description and would like to apply for the role please send your curriculum vitae with a one-page expression of interest providing examples of your experience that demonstrates you can successfully perform this role. If you have any questions about the role please contact the contact officer.

Applications should be sent to the Contact Officer.

Contact Officer: Ajith Buddhadasa (02) 6205 8359 ajith.buddhadasa@act.gov.au

Finance and Budget

Budget Coordination and Reporting

Business Applications Support Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 42773)

Gazetted: 29 June 2020

Closing Date: 13 July 2020

Details: Are you looking for an exciting opportunity to work on a wide breadth of issues in the ACT Government? Do you want to help manage financial reporting management systems in the ACT Government, provide systems, data and accounting support to ACT Government strategic finance areas, and develop and maintain systems documentation? The ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for a Business Applications Support Officer - Financial Reporting to join the team. The position provides a great opportunity to see the inside workings of ACT Treasury, and to contribute to delivering the Government's key policy priorities including planning and oversight of financial management systems and frameworks in the ACT. The successful applicant will join a small team undertaking the Whole-of-Government financial reporting including the preparation of consolidated financial statements; undertaking complex research and analysis in accounting policy; developing advice about financial and performance outcomes, cost pressures and unspent funds; assisting to develop annual budget papers; collaborating on research and analysis projects; and liaising with people in the directorate and in other parts of the ACT Government. We are looking for applicants who can demonstrate applications experience and the ability to administer budget and reporting systems, including TM1, Oracle, Certent CDM and the Government Budget Management System (GBMS). The successful applicant would also assist in undertaking financial reporting related tasks. Eligibility/Other

Requirements: Qualifications in accounting, Information Technology or a similar field are highly desirable. Note: A merit pool will be established from the selection process and may be used to fill similar vacancies over the next

twelve months on a temporary or permanent basis. How to Apply: Please provide a Curriculum Vitae (CV), responses to the selection criteria demonstrating why you are the right person for this role and details of two current referees. Applications should be submitted via the Apply Now button below. Contact Officer: Natasha Bourke (02) 6207 0133 natasha.bourke@act.gov.au

Economic Development

Events ACT

Event Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 42448)

Gazetted: 25 June 2020

Closing Date: 2 July 2020

Events ACT is looking for an Event Officer to support our Event Delivery team. There is never a dull moment at Events ACT as we strive to showcase the best of Canberra through our events, including Floriade and the Enlighten Festival as well as many much-loved cultural events such as the Canberra Nara Candle Festival, Reconciliation Day, the Canberra Balloon Spectacular, New Year's Eve and Australia Day to name a few. The successful candidate will be undertaking event and project coordination activities supporting the planning, management and delivery of our community and major events. You will need to be highly motivated, reliable and committed to contributing to a high performing team. Your ability to adapt to changing priorities is key as you will be working in a fast-paced, dynamic and often high-pressure environment. Demonstrated ability to manage multiple competing (and often changing) priorities in a short time frame is critical. With a positive disposition and solution focused attitude, you will also have proven high-level interpersonal and customer service skills. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please provide responses of no more than two pages in total, to the Criteria (Professional/Technical Skills and Knowledge and Behavioural Capabilities) outlined in the attached Position Description, including a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now

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

Shared Services

Finance

Finance Operation, Accounts Payable

Senior Finance Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 07459, several)

Gazetted: 30 June 2020

Closing Date: 7 July 2020

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

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

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

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

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

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

How to Apply: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the "What you will do" and "What you require" sections and submit a personal pitch of no more than two pages. Your personal pitch should include information that provides evidence of your capabilities against the professional and technical skills and the behavioural capabilities and highlights your skills and experience in a finance operations or processing environment. A current curriculum vitae should be provided.

Applications should be submitted via the Apply Now button below.

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

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

Shared Services ICT

Customer Engagement Services Branch

Service Assurance

Asset Coordinator

Information Technology Officer Class 1 \$70,058 - \$79,749, Canberra (PN: 05159)

Gazetted: 29 June 2020

Closing Date: 13 July 2020

Details: The Service Assurance Team is seeking a highly motivated person to fulfil the position of an Asset Coordinator within the Refresh Team. The successful person will be responsible for effectively assisting in the life-cycle management of IT assets used across The ACT Government.

You will contribute to and co-ordinate ICT asset replacement activities and ensure assets are replaced in a timely manner and in accordance with the refresh schedules, develop and monitor multiple programs of work within the Refresh projects including, deliverables to ensure the plans are in place to manage successful outcomes and prepare information and advice related to the rollout of hardware refresh within ACT Government Directorates.

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

Eligibility/Other Requirements:

An ACT Government CMTEDD Baseline clearance is required for this position.

Driver's licence C class is essential

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

How to Apply: If this sounds like you please submit a response to the "What you will do" criteria, (details are in the Position Description) of no more than two pages that sets out how you are the best person.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sandra O'Rourke (02) 6207 7924 sandra.o'rourke@act.gov.au

Property and Venues

National Arboretum Canberra and Stromlo Forest Park

National Arboretum Canberra

Horticultural Field Officer

General Service Officer Level 3/4 \$51,053 - \$55,752, Canberra (PN: 38134)

Gazetted: 01 July 2020

Closing Date: 24 July 2020

Details: The National Arboretum Canberra is seeking an experienced and highly motivated candidate to join their growing team. Based at the Arboretum, the successful candidate will report directly to the Horticultural Supervisor and will be responsible for providing routine horticultural maintenance and assist with the continual development and enhancement of the landscape. Within limited supervision, the Horticultural Field Officer will provide hands on technical maintenance and advice on maintenance requirements within the Arboretum's living collection. Strong communication and interpersonal skills are essential for this role. The successful candidate will adhere to and promote the principles of the ACTPS Respect, Equity and Diversity (RED) and Work Health and Safety framework, and Signature Behaviours to maintain a safe, healthy, fair and productive workplace for all team members. If you are experienced, passionate and motivated in the field of horticulture, we want to hear from you. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements:

Essential:

Current manual driver's licence

First Aid Certificate or a willingness to undertake training

Desirable:

Certificate III or equivalent in horticulture

Truck and/or plant licenses

Chainsaw operator's qualifications

Side by side ATV operator's qualifications

WHS Construction Industry Induction White Card

Chemical application, storage and transport qualifications (Chemcert)

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

How to Apply: Applicants are to address the Selection Criteria as set out in the Position Description, provide a current curriculum vitae and the names and contacts of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Owen Bolitho (02) 6207 7994 owen.bolitho@act.gov.au

Venues Canberra

Executive Branch Manager, Venues Canberra

Executive Level 1.3 \$236,451 - \$245,570 depending on current superannuation arrangements, Canberra (PN: E493)

Gazetted: 30 June 2020

Closing Date: 14 July 2020

Venues Canberra is responsible for the hosting of events at the Territory's major venues, being Exhibition Park in Canberra, GIO Stadium, and Manuka Oval; and the management and operation of these venues.

Exhibition Park in Canberra is the largest indoor/outdoor exhibition centre in the ACT and surrounding region, hosting events for businesses and the community. EPIC's total outdoor space is approximately 71 hectares and total indoor space 10,500 square metres. It hosts over 300 events per year including major events such as Summernats, the National Folk Festival and the Royal Canberra Show; and attracts around 1.2 million visitors per year.

GIO Stadium is an iconic Australian sporting venue which plays host to the Australian Rugby Union team, ACT Brumbies and the National Rugby League team, Canberra Raiders. With a seating capacity of 25,000, it also hosts a number of international and community events, as well as providing first-class function and conference facilities. Events held at the venue include, the international rugby union; international rugby league; Asian Cup football tournament; and concerts Keith Urban; and Elton John.

Manuka Oval is the premium sporting venue in Canberra for cricket and Australian Rules Football. Manuka Oval has a seating capacity of 13,550 people and an overall capacity of 16,000 people. Events held at the venue include, One Day International cricket matches; Cricket World Cup tournament; Prime Minister's XI cricket; and GWS Giants AFL matches.

Reporting to the Executive Group Manager, Property and Venues, the Executive Branch Manager, Venues Canberra is responsible for activities which include:

Maximising the commercial returns to the ACT Government from its investment in each of the venues

Exploring and establishing new business opportunities, and continuing to promote each of the venues for financially viable national and international events

Continuing to seek new events to the Territory's venues to support economic growth and diversification, liveability and social inclusion

Providing high level strategic and operational advice to Ministers, the Under Treasurer, Deputy Under Treasurer and the Executive Group Manager, Property and Venues

Ensuring the safe and accessible operations at all venues, in compliance with the Work Health and Safety Act, 2010 and taking into account threat environments

Planning and managing capital works development for each of the venues

Promoting appropriate community usage at each of the venues

Leading the day-to-day operations for each of the venues

Driving and implementing environmentally sustainable measures at each of the venues

Leading continued stakeholder consultation

Leading and supporting the development of a work environment where performance management contributes to continuous improvements in the event and venue industries and the ACT Public Service

Leading and driving continuous improvement to enhance visitors' experience at each of the venues

Representing the ACT Government on national and international venue industry issues

Cooperating and working closely with other areas within the Directorate and the ACT Government

Ensuring Venues Canberra meets public sector requirements for probity, integrity, ethics approval, sound budget and financial management practices and appropriate use of resources.

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

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

How to Apply: Applications should include a statement of claims against the Selection Criteria, a Curriculum Vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Bailey (02) 6207 5618 daniel.bailey@act.gov.au

Office of the Work Health and Safety Commissioner

Deputy Work Health and Safety Commissioner

Executive Level 1.3 \$236,451 - \$245,570 depending on current superannuation arrangements, Canberra (PN: E1149)

Gazetted: 25 June 2020

Closing Date: 9 July 2020

Details: The Office of the Work Health and Safety (WHS) Commissioner (WorkSafe ACT) is an independent body charged with the responsibility of being the Territory's work health and safety regulator. It is seeking a high performing and experienced work health and safety practitioner to fill the position of the Deputy WHS Commissioner.

The primary function of the Deputy WHS Commissioner is to support the WHS Commissioner. It is responsible for maintaining oversight and advising the Commissioner on the regulator's operations; providing strategic leadership and effective management of WorkSafe ACT; and delivering work health and safety, workers' compensation and dangerous substances regulatory services across the ACT.

This role requires exceptional leadership and communication skills and includes monitoring compliance with legislation, investigating non-compliance, supporting enforcement of the law and promoting an understanding and acceptance of the laws. In the absence of the WHS Commissioner the Deputy WHS Commissioner will be required to act in the WHS Commissioner role.

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

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

How to Apply: Interested applicants are requested to submit a written application addressing the selection criteria for the position and a current curriculum vitae including the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Jacqueline Agius

Jacqueline.Agius@act.gov.au 0466 243 640

Access Canberra

Construction, Utilities and Environmental Protection

Senior Professional Officer B Building Surveying

Senior Professional Officer Grade B \$128,286 - \$144,418, Canberra (PN: 48099)

Gazetted: 01 July 2020

Closing Date: 16 July 2020

Details: We are looking for a person with a unique combination of skills and knowledge to fill the role of Senior Professional Officer B - Building Surveying in Access Canberra's Construction, Utilities and Environmental Protection Branch.

IF YOU HAVE...

A very particular set of skills, qualifications and experience in building surveying, construction design standards and the Building Code of Australia.

COMBINED WITH...

The ability to find joy in analysing, translating and communicating complex building and planning matters to a range of stakeholders as well as making and guiding regulatory decisions.

THEN THIS MAY BE THE ROLE FOR YOU.

If you are interested in using your unique combination of skills and knowledge to improve building quality in Canberra please apply for this role.

Eligibility/Other Requirements:

Mandatory: Minimum of a relevant tertiary qualification in building surveying. Eligible to be licenced as a building surveyor under the Construction Occupations (Licensing) (Qualifications – Builder and Building Surveyor Licence) Declaration 2019 (No. 2). Eligible for Level 1 accreditation under the National Accreditation Framework or equivalent.

Desirable: Minimum of five years of recent experience at a senior level undertaking building application assessment and approval and all relevant site inspections of class 2-9 building classifications under the Building Code of Australia, particularly with medium-high-rise commercial and residential buildings.

Note: Please note this position may 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: To apply for this position please provide your curriculum vitae along with a written response addressing the selection criteria. Your written response should give examples of your past experience and qualifications proving you have the skills, knowledge and behaviours to perform the role. Please keep your response to each selection criteria to a half page maximum.

Applications should be submitted via the Apply Now button below.

Contact Officer:

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.

Licensing and Registrations

Business Licensing and Identity Management

Community Industry Trade

Assistant Director – Births, Deaths and Marriages/Community, Industry and Traders Licensing

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 42523)

Gazetted: 29 June 2020

Closing Date: 6 July 2020

Details: Do you enjoy leading teams to meet outcomes in a high volume operational environment? Are you constantly on the lookout for ways to improve the procedures? Do you challenge yourself to produce better results every month? If you have what it takes to balance operational and strategic priorities while delivering high quality results, then this is the role for you. Your application will be assessed against the selection criteria of skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. The ACT Public

Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. Note: This is a temporary position available immediately for a period up to 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. 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 alone. How to Apply: Please submit a one page pitch demonstrating your ability, ingenuity, experience and qualifications you would bring to the role. Please 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: Luke Madden (02) 6205 9619 luke.madden@act.gov.au

Community Services

**Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>
Applications can be sent via email to: jobs@act.gov.au**

Housing ACT

Client Services

Tenant Experience

Tenant Support and Community Connections Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 47996)

Gazetted: 29 June 2020

Closing Date: 13 July 2020

Details: The Tenant Support and Community Connections position is attached to the Tenant Experience Section of Housing ACT and provides specialist advice, information, support and case management to public housing tenants who may be experiencing issues impacting on their ability to maintain their tenancy. The role also involves developing collaborative working relationships with community service organisations, internal and external stakeholders to assist clients to access appropriate housing and community support services. As a part of the Tenant Experience team the position plays an important role in the mentoring and training of Housing Managers particularly associated with the complex needs of clients. The occupant of this position is required to have an understanding and experience in working with clients with complex needs and a commitment to innovation and flexible service responses to assist clients to achieve better housing and social outcomes.

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

Eligibility/Other Requirements:

A current driver's licence.

Experience in using a range of IT business and office applications.

Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to:

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

Desirable:

Relevant tertiary qualifications in Social Work, Welfare Work or Community Development and/or a minimum of three years working with clients with complex needs are highly desirable.

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

How to Apply: Applications should include your written response to the Selection Criteria, contact details of at least two referees and a current curriculum Vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Ceraolo (02) 6207 3467 james.ceraolo@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.

Housing ACT

Client Services Branch

Client Review and Response

Senior Complaints Coordinator

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 40734)

Gazetted: 25 June 2020

Closing Date: 2 July 2020

The Complaints and Investigations Unit (CIU) is responsible managing and coordinating complaints, compliments and feedback for Housing ACT business units. Complaints are regarded as critical feedback that presents opportunity for improvement client experience and continuous improvement. Feedback is managed and analysed to assist Housing ACT to identify systemic issues as well as improvements to client service delivery. The unit provides front line customer service as well as support to all business units within Housing ACT, including training and staff development. In addition to complaint management services the unit is responsible for the support and investigation of enquiries received from statutory oversight bodies such as the ACT Ombudsman, the ACT Human Rights Commission and the Office of the Australian Information Commissioner (*Privacy Act 1988*). The unit also processes Freedom of Information requests, Legal Subpoenas and Australian Federal Police information requests. As part of a team, the position leads the co-ordination, investigation and collation of complaints. This is a frontline role with direct contact with tenants and members of the public. The role also involves considerable collaboration across all divisions within Housing ACT, the broader Community Services Directorate and other areas responsible for managing complaints, including Access Canberra. It also has an overflow role in relation to Freedom of Information (FOI) requests, Legal Subpoenas, information requests made by the Australian Federal Police (AFP) and enquiries from external oversight agencies such as the ACT Ombudsman and the ACT Human Rights Commission. The position occupant will have exceptional customer service skills, high level collaboration and organisation skills and be solution focussed. The occupant requires a knowledge of, and the ability to, interpret policy and legislation in regard to the *Housing Assistance Act*, FOI, Human Rights and Privacy legislation. The occupant will also be resilient, flexible, and able to meet tight deadlines and change roles as required.

Eligibility/Other Requirements: Desirable but not essential qualifications in, or ability to demonstrate: Relevant attributes, experience or qualifications, and/or Certificate IV or Diploma in Investigations, Project Management or Community Services Case Management. Educational, suitability and professional qualification checks may be carried out prior to engagement. This role provides the successful candidate with the opportunity for further development at the ASO 6 level in managing and coordinating responses to complaints and undertaking investigations.

Note: This is a temporary position available from 25 June 2020 until 25 March 2021. Selection may be based on application and referee reports only.

How to Apply: Please limit your written response to a total of two pages, outlining your suitability for the role in consideration of the selection criteria. Please submit a copy of your most recent curriculum vitae and the contact details of your two preferred referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matt Barry (02) 6205 4284 matt.barry@act.gov.au

Child, Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Facilities Officer

General Service Officer Level 8 \$69,594 - \$73,540, Canberra (PN: 19003)

Gazetted: 01 July 2020

Closing Date: 15 July 2020

Details: Bimberi Residential Services is seeking to temporarily fill the role of Facilities Officer at Bimberi Youth Justice Centre. As Facilities Officer you will work within a dynamic team carrying out activities related to the day to day maintenance and servicing of the Bimberi Youth Justice Centre and Narrabundah House facilities, stores and equipment. With initiative and self-motivation, you will identify and prioritise tasks and see them through to completion with minimal supervision. You will work closely with the Facilities Manager and Business Manager to coordinate and oversee maintenance programs and contractors. You will have good interpersonal skills and be able to communicate effectively with a wide range of stakeholders and have the ability to prioritise tasks under

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

Essential:

Possession of a current drivers licence.

First Aid Certificate or willingness to attend training.

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

Desirable qualifications and experience, but not essential:

Relevant trade qualifications desirable.

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

How to Apply: Please review the Position Description for details about the role and submit a written application of up to two pages addressing your suitability for the role. Applications should include a current curriculum vitae with the details of two referees (one must be a current supervisor).

Applications should be sent to the Contact Officer.

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

Children, Youth and Families

Child and Youth Protection Services

Legal Services

Legal Assistant

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 07377)

Gazetted: 01 July 2020

Closing Date: 17 July 2020

Details: The Legal Assistant assists the Legal Services team through a range of supporting activities including the drafting of routine advices, preparation of court documents, co-ordinating arrangements with witness, locating and preparing lists of authorities and the preparation of evidence. Legal Assistants are required to assist with the delivery of best possible life outcomes for children and young people across a wide range of administrative support functions to ensure our statutory obligations are met.

Eligibility/Other Requirements:

Essential qualifications and experience:

Experience and/or desire to work in a community services environment.

Proficiency with Microsoft Office products and database systems.

Current driver's licence.

Desirable qualifications and experience:

Experience in the preparation of court documents and knowledge of the court and tribunal system and relevant procedures is desirable

ADDITIONAL INFORMATION

Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with Vulnerable people registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and http://www.ors.act.gov.au/community/working_with_vulnerable_people.

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Auraelia Bullo (02) 6207 9337 Auraelia.Bullo@act.gov.au

Education

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

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

School Performance and Improvement

Belconnen Network

Macquarie Primary School

School Secretary

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 45494)

Gazetted: 30 June 2020

Closing Date: 7 July 2020

Details: Macquarie Primary School is looking for an experienced and enthusiastic School Secretary. As School Secretary, you are the first point of contact for parents/carers, students and a wide range of stakeholders.

You will work closely with all members of the school community including students, parents, staff, Principal, Business Manager and Executive Team.

Your duties will include management of front office counter, answering the phone, responding to queries, administering first aid and records management.

In addition, you will be responsible for the daily management of student attendance, student enrolment process, coordination of school excursions, updating school website, supporting the Business Manager with financial management and the executive team with the reporting process, monitoring student wellbeing and communication with school community.

The applicant will have high level interpersonal skills and be able to remain calm under pressure. Experience in the use of School Administration System (SAS) and MAZE as well as Word, Excel and Outlook is essential. The applicant should be able to prioritise and manage workflow.

Eligibility/Other Requirements:

Current First Aid including CPR is essential

Knowledge of School Administration System and attendance and reporting processes.

Knowledge of MAZE - school based database system

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Ann Walker (02) 6142 1550 Ann.Walker@ed.act.edu.au

School Performance and Improvement

South and Weston Network

Canberra College

Technical Officer - Library Assistant

School Assistant 3 \$55,354 - \$59,575, Canberra (PN: 48179)

Gazetted: 30 June 2020

Closing Date: 21 July 2020

Details: Canberra College is a dynamic Senior Secondary School of 1100 Year 11 and 12 students. The school library offers a full range of library services and is integral to providing support for learning through an extensive collection of digital, print resources, small group and individual assistance.

The School Assistant 3 Technical Officer - Library, is a full-time position as a member of the library team.

The Library Assistant will work closely with and receive direction from a Teacher Librarian and/or other teaching staff.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Certificate III or IV equivalent qualification in Information and Cultural Services or Library and Information Services or ability to undertake relevant study.

Note: This is a temporary position available immediately until 9th April 2021 with possibility of extension and/or permanency. Selection may be based on application and referee reports only

How to Apply: Please submit your curriculum vitae and statement of claims against the Selection Criteria (no more than five pages in length). Please provide referee reports

Applications should be submitted via the Apply Now button below.

Contact Officer: Roslyn Woods (02) 6142 3288 Roslyn.Woods@ed.act.edu.au

Service Design and Delivery

Digital, Strategy, Services and Transformation

Senior Technical Support, Business Systems - Teaching and Learning

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 38267)

Gazetted: 26 June 2020

Closing Date: 10 July 2020

Digital Strategy, Services and Transformation (DSST) Branch provides services to the Directorate in identifying, developing and managing appropriate information and technical resources for corporate and school staff as well as students. This includes managing and providing advice and business and technical support for teaching and learning systems, Business and Administration systems, ICT programs and relevant policies and procedures. The successful applicant will work in collaboration with the team to provide high level technical support across the directorate and will be a trusted partner in representing the customer's digital and technology needs within the Directorate.

Eligibility/Other Requirements: Formal qualifications in a technology related field are highly desirable.

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

How to Apply: In two pages or less tell us:

How your skills align to this role;

What you would bring to the role, in particular what experience you could apply to this position; and

Describe an achievement that you are most proud of that is relevant to the role.

Please also provide a current curriculum vitae, and details of two referees who have a thorough knowledge of your work performance and outlook.

Applications should be submitted via the Apply Now button below.

Contact officer: Jodie Crawford (02) 6207 1946 jodie.crawford@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

Planning Delivery

Office of Surveyor-General and Land Information

Senior Placenames Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 19795)

Gazetted: 01 July 2020

Closing Date: 15 July 2020

Details: The Office of the Surveyor-general and Land Information is seeking a motivated self-driven person to manage and work in a small team focussed on delivering high quality and timely placename advice services to underpin ACT Government initiatives and programs. The successful applicant will manage a small team, represent the Directorate at public and industry forums, represent the ACT Government on the Intergovernmental Committee on Survey and Mapping, conduct historical research, prepare Ministerials and documentation for media releases and respond to public enquiries. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: Selection may be based on the written application 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 as a response to the Selection Criteria including a current curriculum vitae. The maximum word length of the pitch should not exceed 500 words. (Approximately two pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Ledwidge (02) 6205 0083 greg.ledwidge@act.gov.au

Planning, Land and Building Policy

Building Design and Projects

Major Project - City

Senior Planning Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 34846, several)

Gazetted: 26 June 2020

Closing Date: 10 July 2020

Details: The Major Projects – City team is seeking a motivated and enthusiastic individual for the role of Senior Planning Officer to work in a multi-disciplinary environment to deliver strategic planning policies and projects to facilitate land use and built form that is well planned, sustainable and responsive to the Territory's population with a focus on the city centre. As the Major Projects – City team sits within the broader Planning, Land and Building Division, undertaking strategic planning policy and project work, this role may be required to also undertake and participate in work in other teams of the division, as required. While experience in urban planning, urban policy, urban design, architecture, landscape architecture or the like is desirable, policy and project management professionals with applicable skills, experience and enthusiasm are also encouraged to apply. Highly Desirable:

- Tertiary qualifications related in urban planning, urban policy, urban design, architecture, landscape architecture, GIS or another relevant professional area. A written response to the selection criteria, accompanied by you CV and details of two referees.

Contact Officer: Suzanne Jurcevic (02) 6207 3317 Suzanne.Jurcevic@act.gov.au

Environment Division

Traditional Custodian Engagement

Coordinator Traditional Custodian Engagement

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 42225)

Gazetted: 25 June 2020

Closing Date: 9 July 2020

Details: The Coordinator Traditional Custodian Engagement is an exciting new role focusing on building a strong and supporting partnership with the Ngannawal community. You will build enduring relationships with community providing secretariat support to the newly established Traditional Custodian Healthy Country Committee. The Directorate has committed to establishing this committee to provide advice and direction for the management of Country. The position will assist with the development of a governance and legislative framework to support the Committee.

With a strong background in community development, capacity building and environmental management you will thrive in a fast pace work environment. Your expertise and influence in developing enabling policy and legislation to support Traditional Custodians will be utilised across the Directorate.

You will also support a small team, influence and build capacity of staff and community, and provide guidance and support for Aboriginal and Torres Strait Islander Staff within the Directorate. This position will be located in the Environment Division of the Environment Planning and Sustainable Development Directorate of the ACT.

Eligibility/Other Requirements: This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. Current driver's licence will be 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. 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: Submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mary Mudford (02) 6207 5179 mary.mudford@act.gov.au

Planning Delivery

Office of the Surveyor-General and Land Information

Technical Survey Officer

Technical Officer Level 3 \$74,973 - \$84,729, Canberra (PN: 05502)

Gazetted: 01 July 2020

Closing Date: 15 July 2020

Details: We are seeking a motivated self-driven person to work in a small team focused on delivering high quality and timely field surveying and plan examination services to underpin ACT Government initiatives and programs. The successful applicant will manage and perform a range of land and geodetic surveys with minimal or no supervision, liaise with external stakeholders and contractors, manage workplace safety processes and perform preliminary survey plan examination.

Eligibility/Other Requirements:

Mandatory:

A diploma in surveying and/or spatial information from an accredited TAFE institution.

Desirable:

An OHS Construction Induction (white) Card.

First aid certificate.

Asbestos Awareness certificate.

Chainsaw training.

Four Wheel Driver training.

and Implement Traffic Control Plans certificate.

For additional information, please refer to the Selection Criteria.

Note: Selection of the successful applicant may be based on the written application only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Gavin Evans (02) 6207 1639 gavin.evans@act.gov.au

Environment

ACT Parks and Conservation

Environmental Offsets

Environmental Offsets Spatial Planner

Technical Officer Level 3 \$74,973 - \$84,729, Canberra (PN: 48181)

Gazetted: 01 July 2020

Closing Date: 17 July 2020

Details: The Environmental Offsets team is seeking a highly motivated self-driven Spatial Planner to develop new spatial planning and data collection systems to support the delivery of offset management plans and project plans. The successful applicant will work closely with managers, planners, ecologists, and rangers to develop and maintain ArcGIS applications and dashboards, undertake spatial analysis to support ecological research, and refine data management, data quality, and data flows. Excellent ArcGIS and interpersonal skills are a must.

Eligibility/Other Requirements:

A current manual driver's licence.

Tertiary qualifications in a field of Geographical Information Systems, natural resource management, or environmental biological science is desirable.

A willingness to participate in incident management duties, including fire management duties.

Note: This is a temporary position available from 3 August 2020 until 30 June 2021 with 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 submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen Ikin (02) 6205 9471 Karen.Ikin@act.gov.au

Environment

ACT Parks and Conservation

Volunteer and Visitor Services

District Support Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 09874)

Gazetted: 26 June 2020

Closing Date: 10 July 2020

Details: We are looking for a motivated and passionate person to provide frontline visitor service functions at Namadgi Visitor Centre and administrative support for the National Parks and Catchments region.

Duties include managing the day to day operation of the Visitor Centre, including retail sales and providing information about recreation and tourism opportunities along with administrative, communication and finance tasks providing business support for the region. The successful occupant will require excellent communication skills, administration skills, problem solving capability and the ability to maintain a strong customer focus in a dynamic environment.

Note: This is a temporary position available from 20 July 2020 until 9 September 2020 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 submit a written application of no more than two pages, addressing the selection criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Barton (02) 6237 5305 Melissa.Barton@act.gov.au

Climate Change and Sustainability

Senior Leadership Support Team

Administrative Services Officer

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 33915)

Gazetted: 29 June 2020

Closing Date: 6 July 2020

Details: The Climate Change and Sustainability Division is seeking to employ an officer to work in our new Senior Leadership Support team. In this position, you will work in a team of professionals who are responsible for providing support to the Senior Leadership Team (Executive Group Manager, Executive Branch Manager, and Senior Director for Programs) in the Division. You will be working with various teams across the Division,

Directorate and Whole of Government to meet its ambitious emission reduction targets and support the community to become more sustainable.

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. We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery.

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

Eligibility/Other Requirements: A current driver's licence is essential. Weekend and after hours work may be required on occasion. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available from 3 August 2020 until 30 April 2021 with the possibility of extension and/or permanency. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications are sought from potential candidates and should include:

Two-page pitch supporting statement addressing Selection Criteria.

Curriculum vitae.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Tolson (02) 6205 8651 Joanne.Tolson@act.gov.au

Environment

ACT Parks and Conservation

Volunteer and Visitor Experience

Visitor Services Officer

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 44313)

Gazetted: 29 June 2020

Closing Date: 13 July 2020

Details: We are looking for a motivated and passionate person to provide front-line visitor service functions and administrative support to Tidbinbilla Nature Reserve and Namadgi National Park but predominantly based at Tidbinbilla. Duties include working as part of and occasionally managing a small team responsible for the day to day operation of the Visitor Centre, providing information about recreation and tourism activities, retail sales, food and coffee preparation and administrative, communication and finance tasks related to the operations of the centre. The successful occupant will require excellent communication skills, problem solving capability and the ability to maintain a strong customer focus. Eligibility/Other Requirements:

- Current ACT manual driver's licence.
- Preparedness to wear a uniform.
- Preparedness to work a shift roster including weekends and public holidays (penalty rates apply)
- Preparedness to work at any Parks and Conservation Service location as directed.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Desirable

- Candidates that speak a second language.
- Proven hospitality skills in a fast-paced environment well regarded.

Note: This position is part-time at (20:00) hours per week and the full-time salary noted above will be pro-rata. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only. How to Apply: Please submit a written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details. Applications should be submitted via the Apply Now button below.

Contact Officer: Patricia Swain (02) 6207 3857 patricia.swain@act.gov.au

Environment

Parks and Conservation Service

Fire, Forests and Roads

Senior Field Officer (Seasonal Fire)

General Service Officer Level 7 \$64,220 - \$67,817, Canberra (PN: 09855, several)

Gazetted: 26 June 2020

Closing Date: 10 July 2020

Details: This is an exciting opportunity for people who are keen to play a vital role in providing bushfire protection to the ACT by joining the ACT Parks and Conservation Service (PCS) as a leader of one of our seasonal fire crews. These highly sought after positions offer a rare chance to work across the PCS Estate, from the back fences between the suburbs and our Nature Parks through to the wilderness areas in Namadgi National Park. PCS is a Branch within the Environment Division that is responsible for the sustainable management of approximately 80% of the ACT including our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. The Parks and Conservation Service implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. The Fire, Forests and Roads Section of the Parks and Conservation Service has a number of temporary and seasonal vacancies for appropriately skilled people looking to lead a team implementing bushfire management programs across the ACT. This will include bushfire fuel management activities, firetrail and infrastructure construction and maintenance, fire tower operations and fuel hazard assessments as well as undertaking bushfire standby and suppression as required. Full training will be provided to the right applicants. The Bushfire Seasonal Fire Fighter programme was introduced by the ACT Government in response to recommendations from the McLeod Inquiry into the 2003 Canberra Bushfires. The seasonal fire crews perform a critical role in the ACT Government's ability to effectively implement bushfire mitigation strategies as well as whole of government bushfire suppression capabilities. This recruitment process may also be used to fill any temporary vacancies that occur over the next 12 months. PCS may offer contract extensions up to three years under clauses in the ACT Public Sector Infrastructure Services Enterprise Agreement 2018-2021. Under the agreement, seasonal employees employed may be employed for a three year period on a temporary basis under which they work for certain periods during consecutive seasons (the "active employment periods"). The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background to apply.

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

Applicants are required to:

Wear a uniform and work a shift roster, weekends, public holidays or evening shifts at any PCS worksite on an 'as needs' basis

Possess a current manual driver's licence;

Applicants must be available to commence on the start date of 7 September 2020.

Note: Applicants should note that our seasonal field crews work in a variety of terrains and sometimes harsh working environments and the roles are strenuous and physically demanding requiring lifting, carrying, pushing and pulling loads, bending, climbing, and driving a variety of vehicles, often in remote locations. All applicants shortlisted for interview will be required to successfully complete the nationally recognised arduous task based fitness assessment as part of the selection process, and annually thereafter. Any employment offers will be subject to applicants passing a pre-employment medical and a police check. Ongoing employment is also subject to applicants maintaining appropriate fitness and health to undertake the role. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should note that these are highly sought after and competitive positions and to be considered for this position, your application must include a supporting statement demonstrating that you meet the Selection Criteria and any eligibility requirements specified in the position description. Applications that fail to address the Selection Criteria will not be assessed. Applicants must limit responses to an average of 250 words per criterion. Late applications will not be accepted and extensions won't be granted.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christopher Troth (02) 6207 5452 christopher.troth@act.gov.au

Environment

Park and Conservation Service

Fire, Forests and Roads

Seasonal Fire Field Officer

General Service Officer Level 5/6 \$56,595 - \$62,286, Canberra (PN: 09857, several)

Gazetted: 26 June 2020

Closing Date: 10 July 2020

Details: This is an exciting opportunity for people who are keen to play a vital role in providing bushfire protection to the ACT by joining the ACT Parks and Conservation Service (PCS) as a member of our seasonal fire crews. These highly sought after positions offer a rare chance to work across the PCS Estate, from the back fences between the suburbs and our Nature Parks through to the wilderness areas in Namadgi National Park. PCS is a Branch within the Environment Division that is responsible for the sustainable management of approximately 80% of the ACT including our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. The Parks and Conservation Service implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. The Fire, Forests and Roads Section of the Parks and Conservation Service has a number of temporary and seasonal vacancies for appropriately skilled people looking to be part of a team implementing bushfire management programs across the ACT. This will include bushfire fuel management activities, firetrail and infrastructure construction and maintenance, fire tower operations and fuel hazard assessments as well as undertaking bushfire standby and suppression as required. Full training will be provided to the right applicants. The Bushfire Seasonal Fire Fighter programme was introduced by the ACT Government in response to recommendations from the McLeod Inquiry into the 2003 Canberra Bushfires. The seasonal fire crews perform a critical role in the ACT Government's ability to effectively implement bushfire mitigation strategies as well as whole of government bushfire suppression capabilities. PCS may offer contract extensions up to three years under clauses in the ACT Public Sector Infrastructure Services Enterprise Agreement 2018-2021. Under the agreement, seasonal employees employed may be employed for a three year period on a temporary basis under which they work for certain periods during consecutive seasons (the "active employment periods"). The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background to apply.

Eligibility/Other Requirements: Applicants should note that our seasonal field crews work in a variety of terrains and sometimes harsh working environments and the roles are strenuous and physically demanding requiring lifting, carrying, pushing and pulling loads, bending, climbing, and driving a variety of vehicles, often in remote locations. All applicants shortlisted for interview will be required to successfully complete the nationally recognised arduous task based fitness assessment as part of the selection process, and annually thereafter. Any employment offers will be subject to applicants passing a pre-employment medical and a police check. Ongoing employment is also subject to applicants maintaining appropriate fitness and health to undertake the role.

Applicants are required to: Wear a uniform and work a shift roster, weekends, public holidays or evening shifts at any PCS worksite on an 'as needs' basis. Possess a current manual driver's licence;

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.

Applicants must be available to commence on the start date of 7 September 2020.

Note: These are Seasonal positions and it is anticipated that contracts will be offered to 30 June 2021 (subject to bushfire seasonal conditions). Extensions may be offered in line with the Enterprise Agreement. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should note that these are highly sought after and competitive positions and to be considered for this position, your application must include a supporting statement demonstrating that you meet the Selection Criteria and any eligibility requirements specified in the Position Description. Applications that fail to address the Selection Criteria will not be assessed. Applicants must limit responses to an average of 250 words per criterion. Late applications will not be accepted and extensions won't be granted.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christopher Troth (02) 6207 5452 christopher.troth@act.gov.au

Environment

ACT Parks and Conservation

Urban Reserves

Assistant Director - Operations Coordination

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 14956)

Gazetted: 01 July 2020

Closing Date: 17 July 2020

Details: As an Assistant Director we are seeking a highly motivated self-driven senior professional officer to oversee the development develop an operational planning framework and workflow system for the Parks and Partnerships team. The position work with a small team, promotes good governance and facilitates data integration with broader ACT Government spatial and asset management systems.

Eligibility/Other requirements: Relevant Tertiary qualifications in a relevant field is highly desirable.

Note: This is a temporary position available for three years 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 submit a written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stuart Jeffress 0428100183 stuart.jeffress@act.gov.au

Planning, Land and Building Policy

Building Design and Projects

Major Projects - City

Assistant Director

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 14051)

Gazetted: 26 June 2020

Closing Date: 10 July 2020

Details: The Major Projects – City team is seeking a motivated and enthusiastic individual for the role of Assistant Director to work in a multi-disciplinary environment to deliver strategic planning policies and projects to facilitate land use and built form that is well planned, sustainable and responsive to the Territory's population, with a focus on the City centre. As the Major Projects – City team sits within the broader Planning, Land and Building Division, undertaking strategic planning policy and project work, this role may be required to also undertake and participate in work in other teams of the division as required.

Eligibility/Other Requirements:

Highly Desirable:

- Tertiary qualifications related in urban planning, urban policy, urban design, architecture, landscape architecture, GIS or another relevant professional area.
- While experience in urban planning, urban policy, urban design, architecture, landscape architecture or the like is desirable, policy and project management professionals with applicable skills, experience and enthusiasm are also encouraged to apply.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Suzanne Jurcevic (02) 6207 3317 Suzanne.Jurcevic@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 Corrective Services

Community Corrections and Release Planning / Programs and Reintegration

Programs and Interventions

Specialist Interventions Clinician (Psychologist)

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 35023)

Gazetted: 01 July 2020

Closing Date: 15 July 2020

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated, suitably qualified and experienced person to fill the position of Specialist Interventions Clinician (Psychologist, HP3), Community Corrections and Release Planning, at the Alexander Maconochie Centre (AMC). The successful applicant will provide 1:1 and group interventions for detainees with identified needs in the AMC, provide ongoing support to the detainee Peer Mentor Program, and provide critical incident responses as required. Further to this, you will contribute to the planning, development and evaluation of client programs and services, including policy and procedures and contribute to research and promotion of current evidence based practice in the areas relevant to clinical expertise. You will also contribute to the maintenance of monitoring systems to enable evaluation of effectiveness of treatment options in accordance with best practice guidelines. An interest in rehabilitation, the ability to operate effectively in a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds in a correctional environment, is essential. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Tertiary qualification/s in psychology is essential, including current general registration with the Psychology Board of Australia (Australian Health Practitioners Regulation Agency [AHPRA]).

Minimum three years unconditional registration with AHPRA is essential and a minimum of three years paid work employment, post qualification, in a relevant role.

Experience within a forensic setting is desirable but not essential.

This position does require a National Police Record Check.

A current driver's licence is essential.

This position does require a pre-employment medical.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine Garrington (02) 6207 0784 catherine.garrington@act.gov.au

Legislation, Policy and Programs

Legal Policy Officer

Legal Officer Grade 1 \$66,989 - \$134,918, Canberra (PN: 39863)

Gazetted: 01 July 2020

Closing Date: 17 July 2020

Details: This position provides the opportunity for an experienced legal policy officer to lead the development of legislation to implement reforms recommended by the Child Sexual Abuse Royal Commission. Under limited supervision, you will be required to work effectively with the Criminal and Civil Law teams and key justice sector and community stakeholders to deliver the remaining Child Sexual Abuse Royal Commission reforms, criminal and civil reforms arising from other Royal Commissions, and other legislative priorities of the ACT Government.

Eligibility/Other Requirements:

Extensive experience in policy and legislation development, and a solid background in criminal or general/public law and policy will be highly regarded.

A degree in Law from an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Director-General, is appropriate to the duties of the office.

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

How to Apply: Applicants should submit a one-two page pitch that outlines specific evidenced-based examples of your past experience to demonstrate your ability to undertake this role, together with a copy of your current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen Greenland (02) 6207 6244 karen.greenland@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning / Programs and Reintegration

Programs and Interventions

Specialist Interventions Clinician (Counsellor)

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 35025)

Gazetted: 25 June 2020

Closing Date: 10 July 2020

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated, suitably qualified and experienced person to fill the position of Specialist Interventions Clinician (Counsellor, HP2), Community Corrections and Release Planning, at the Alexander Maconochie Centre (AMC).

Under direction of the Specialist Interventions Team Leader, the successful applicant will support the delivery of 1:1 and group therapeutic interventions for detainees with identified needs in the AMC; support the detainee Peer Mentor Program; and provide critical incident responses as required.

In addition, you will contribute to providing a critical incident response to staff and detainees who have been exposed to, or involved in, significant event/s within the AMC.

Further to this, the successful applicant will contribute to the planning, development and evaluation of the client programs and services and to the maintenance of monitoring systems to enable evaluation of the effectiveness of treatment options, in accordance with leading practice guidelines.

An interest in rehabilitation, community connections, reintegration and the ability to operate effectively in a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds in a correctional environment, is essential. 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 qualification/s in counselling are essential

Experience within a forensic setting is desirable but not essential.

This position does require a National Police Check and a pre-employment medical.

A current driver's licence is essential.

Professional membership or demonstrated eligibility for professional membership of a relevant counselling body.

Applicants must have a minimum of 12 months paid work employment, post qualification, in a relevant role.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine Garrington (02) 6207 0784 catherine.garrington@act.gov.au

Legislation, Policy and Programs

Senior Director

Legal Officer Grade 2 \$146,585 - \$152,610, Canberra (PN: 39862)

Gazetted: 01 July 2020

Closing Date: 17 July 2020

Details: This position provides the opportunity for an experienced legal policy officer, with strong leadership skills, to lead the development of legislation to implement reforms recommended by the Child Sexual Abuse Royal Commission. You will lead a small team, working as required with the Criminal and Civil Law teams and key justice sector and community stakeholders, to deliver the remaining Child Sexual Abuse Royal Commission reforms, criminal and civil reforms arising from other Royal Commissions, and other legislative priorities of the ACT Government.

Eligibility/Other Requirements:

Extensive experience in policy and legislation development, and a strong background in criminal or general/public law and policy will be highly regarded.

Admission as a legal practitioner in an Australian jurisdiction is essential.

Note: This is a temporary position available immediately up until 30 June 2021 with the possibility of permanency.

How to Apply: Applicants should submit a one-two page pitch that outlines specific evidenced-based examples of your past experience to demonstrate your ability to undertake this role, together with a copy of your current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen Greenland (02) 6207 6244 karen.greenland@act.gov.au

Legal Aid Commission

Legal Aid ACT

Family Practice

Experience Lawyer

Legal Officer Grade 2 \$98,005, \$114,387, Canberra (PN: 1215)

Gazetted: 25 June 2020

Closing Date: 9 July 2020

Details: Legal Aid ACT is seeking suitably qualified persons to fill Lawyer vacancies in the Family Practice. The successful applicant will be required to work in a team of Lawyers and support staff. The role requires you to conduct an effective Legal Aid service providing high volume and intensive case management to disadvantaged and vulnerable clients. Lawyers in Legal Aid ACT undertake a range of work by providing information and advice, community legal education and client representation. Eligibility/Other Requirements: Eligibility to hold a restricted Practising Certificate in the ACT is required. Five year's post admission experience is highly desirable. Note: This is a temporary position available from August for a period of 12 months. How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. Applications for this position should be forwarded to: hr@legalaidact.org.au

Contact Officer: Brendon Morris (02) 6243 3499 brendon.morris@legalaidact.org.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

Infrastructure Delivery Partners

Civil Project Management

Support Senior Manager

Infrastructure Manager/Specialist 1 \$165,977, Canberra (PN: 24800)

Gazetted: 01 July 2020

Closing Date: 8 July 2020

Details: Do you enjoy the challenge of leading and managing complex Civil Infrastructure projects?

The Infrastructure Branches of Social, Commercial and Civil provide advice to directorates and Treasury in relation to the planning and business case approval process for most of the capital works program, and deliver the design, construction and defects phases of the projects. This includes buildings such as schools, emergency services facilities and justice facilities; capital upgrades of ACT Government building assets; landscaping projects; civil works such as roads, stormwater, street-lighting; transport and works associated with land release; and health infrastructure projects such as improvements to the Canberra Hospital, community health centres and the new University of Canberra Hospital. The three branches manage approximately \$600 million of capital works each year. As Support Senior Manager, you will provide leadership, assist in managing all project assignments within the team and maintain and manage all business standards and documentation of a high standard, whilst coordinating with the Lead Senior Manager and Executive Branch Manager. In this role you will act on behalf of IDP to provide expert advice and direction on procurement, project development and delivery, support management of feasibility, design and other investigations on behalf of IDP.

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:

Required

A Degree or Diploma in a relevant technical field (eg. Engineering, Architecture, Project Management or Construction Management) and 10-15 years' experience in engineering, project management or similar.

Desirable

Specific expertise in civil infrastructure project delivery is highly desirable.

Experience in completing complex multi-disciplinary public infrastructure.

Note: This position is a temporary position available up to 12 months. 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. Previous applicants need not re-apply. Previous applications will be considered.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sophie Gray 0401 674 387 Sophie.Gray@act.gov.au

Transport Canberra and City Services

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

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

Territory and Business Services

Domestic Animal Services

Office Manager

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 39545)

Gazetted: 25 June 2020

Closing Date: 9 July 2020

Domestic Animal Services (DAS) is a business unit within Territory and Business Services that administers a broad range of legislation focused on regulatory and compliance issues dealing with matters relating to public and animal safety, registration of animals, patrolling, care of animals and promotion of responsible pet ownership. The Office Manager will be based at the Mugga Lane Animal Shelter in Symonston and will be responsible for managing and leading a small team providing administrative support to the facility and is the initial point of contact for members of the public conducting enquiries relating to domestic animals in the Australian Capital Territory. As a member of DAS, you will be required to manage multiple issues, and effectively and efficiently prioritise work. You will work collaboratively in a team environment applying knowledge and experience to gather, analyse and interpret information. All team members are encouraged to contribute to the development, achievement and continuous improvement of team objectives and plans to ensure DAS meets community standards and expectations.

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

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

How to Apply: Please provide a written response to each Selection Criteria; using the situation, task, action and result approach. Please limit responses to the Selection Criteria to a maximum of four pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexander Nockels (02) 6207 4876 alexander.nockels@act.gov.au

Transport Canberra

Executive

Executive Assistant

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 22359)

Gazetted: 30 June 2020

Closing Date: 14 July 2020

Details: This Executive Assistant position works to the Executive Group Manager Transport Canberra and is responsible for providing high-quality executive support, including diary management, arranging and scheduling meetings and appointments, managing telephone calls, and actioning emails and enquiries promptly and efficiently. The Executive Assistant will also provide secretariat support for executive and senior management meetings as well as assisting in the coordination and processing of ministerial briefings and correspondence through Objective. This is an integral position within Transport Canberra. The Executive Assistant is expected to have excellent written and oral communication skills as well as excellent customer service and organisational skills, the ability to work under pressure and liaise with staff at all levels of the Directorate and the Legislative Assembly. The role also requires discretion and professionalism to be exercised at all times. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for nine months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position 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 attach your curriculum vitae and provide a two-page pitch demonstrating your Skills and Behaviour and Professional/Technical skills and knowledge in relation to the duties and responsibilities listed in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shonah Stratton (02) 6205 8479 shonah.stratton@act.gov.au

Territory and Business Services

Libraries ACT

Collection Librarian

Professional Officer Class 1 \$61,106 - \$84,729, Canberra (PN: 22038)

Gazetted: 25 June 2020

Closing Date: 20 July 2020

Details: Libraries ACT is a dynamic and responsive business unit which includes the ACT Heritage Library and the Home Library Service. Libraries ACT provides public library services for the community over ten sites, online and through a range of programs. Vibrant community hubs, libraries in the ACT enjoys high levels of use and support. They are dynamic places where the vision is *Literacy and learning for life*.

The Collections Librarian is a professional and key member of the Collections team within Libraries ACT. As part of the day-to-day duties and responsibilities, utilising the library's integrated library management system, the Collections Librarian oversees Libraries ACT's acquisition and management of library material and resources to

meet customer requirements and expectations. We are looking for candidates who are innovative, interested in how collections and information technology can meet customer expectations, and enjoy the challenges of a fast-paced environment. This position works collaboratively with all library staff.

Eligibility/Other requirements: Relevant tertiary (undergraduate and/or postgraduate) qualifications in library and information studies (as defined by ALIA).

Note: This is a temporary position available for a period of up to 12 months. This position is required to work one weekend shift per fortnight. Selection may be based on application and referee reports only.

How to Apply: Please complete responses to the Selection Criteria and include an up-to-date curriculum vitae with current referee contacts.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amy Chan (02) 6207 5446 amy.chan@act.gov.au

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

Transport Canberra

Light Rail Operations

Assistant Director Deferred Works

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 44982)

Gazetted: 29 June 2020

Closing Date: 6 July 2020

Details: The Assistant Director Deferred Works is a critical role within the Transport Canberra Light Rail Operations team and reports directly to the Executive Branch Manager Light Rail Operations and is expected to liaise closely with Major Project Support, TCCS asset owners and other officers in Transport Canberra and City Services Directorate.

As the Assistant Director Deferred Works you will be responsible for the coordination of close out items under the Deferred Works Regime for the Light Rail Stage One Project. This includes contractual communications in relation to tracking deliverables as outlined in the regime and coordination with Transport Canberra and City Services stakeholders and asset owners.

The ideal candidate will have well-developed interpersonal, communication and organisational skills. Ideally the team member will have project coordination and contract experience.

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

Eligibility/Other requirements:

Current driver's licence C class

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

Note: This is a temporary position available immediately until 31 December 2020 with a possible six month extension. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are asked to please submit your curriculum vitae and a two-page pitch demonstrating your Skills and Behaviour and Professional/Technical Skills and Knowledge in relation to the duties and responsibilities listed in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Fawcett (02) 6205 2425 Andrew.Fawcett@act.gov.au

APPOINTMENTS

ACT Health

Administrative Services Officer Class 5 \$80,323 - \$85,020

Vishal Sampson, Section 68 (1), 1 July 2020

Information Technology Officer Class 2 \$86,547 - \$99,051

Biqun Han, Section 68 (1), 1 July 2020

Canberra Health Services

Administrative Services Officer Class 2/3 \$57,454 - \$70,058

Pavlina Bailie, Section 68(1), 8 July 2020

Registered Nurse Level 3.1 \$108,237 - \$112,691

Catherine Billing, Section 68(1), 2 July 2020

Administrative Services Officer Class 2/3 \$57,454 - \$70,058

Fiona Hibberson, Section 68(1), 29 June 2020

Administrative Services Officer Class 2/3 \$57,454 - \$70,058

Vedrana Mrdeza, Section 68(1), 29 June 2020

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

Tanya Muller, Section 68(1), 3 August 2020

Medical Imaging Level 2 \$66,988 - \$91,962

Alana Wild, Section 68(1), 20 July 2020

Administrative Services Officer Class 2/3 \$57,454 - \$70,058

Ayesha Wu, Section 68(1), 25 June 2020

Administrative Services Officer Class 4 \$72,272 - \$78,254

Joel Manohar, Section 68 (1), 1 July 2020

Dentist Band 1-2, \$79,376 - \$144,418

Sushma Penugonda, Section 68(1), 29 June 2020

Canberra Institute of Technology

Administrative Services Officer Class 4 \$72,272 - \$78,254

Amelia Gulliford, Section 68(1), 25 June 2020

Administrative Services Officer Class 2/3 \$57,454 - \$70,058

Michaela Martin, Section 68(1), 10 June 2020

Chief Minister, Treasury and Economic Development

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

Michelle McMahon, Section 68(1), 29 June 2020

Administrative Services Officer Class 6 \$86,547 - \$99,051

Dawn Nixon, Section 68(1), 25 June 2020

Administrative Services Officer Class 5 \$80,323 - \$85,020

Liyanaralalage Silva, Section 68(1), 29 June 2020

Professional Officer Class 2 \$86,547 - \$99,051

Krystle Tate, Section 68(1), 1 July 2020

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

Kelly Carroll, Section 68 (1), 29/06/2020

Administrative Services Officer Class 6 \$86,547 - \$99,051

Julian Hicks, Section 68 (1), 29 June 2020

Administrative Services Officer Class 4 \$72,272 - \$78,254

Athilakshmi Rohini Venkatasubbu, Section 68 (1), 29 June 2020

Community Services

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

Sonia Bonora, Section 68(1), 1 July 2020

Child and Youth Protection Professional Level 2 \$72,125 - \$97,097

Thomas Elsing, Section 68(1), 22 June 2020

Education

Senior Officer Grade A \$148,991

Kelly Bartlett, Section 68(1), 1 July 2020

Justice and Community Safety

Administrative Services Officer Class 5 \$80,323 - \$85,020

Maruja Tapelu, Section 68(1), 1 July 2020

Transport Canberra and City Services

TGSO5/TGSO6/TGSO7 Workshop Staff \$80,817 - \$90,719

Bradley Elliott, Section 68(1), 25 June 2020

General Service Officer Level 3/4 \$51,053 - \$55,752

Daniel Williams, Section 68(1), 1 July 2020

TRANSFERS

Canberra Health Services

Megan Mackenzie-Davies

From: Health Professional Level 3 \$94,606

Education

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

Canberra Health Services, Canberra (PN. 21868) (Gazetted 7 May 2020)

Tanya Wiesner

From: Health Professional Level 3 \$94,606

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 23316) (Gazetted 7 May 2020)

PROMOTIONS

Canberra Health Services

Canberra Hospital and Health Services

Lucy Palmer

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

Canberra Health Services

To: †Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 36728) (Gazetted 21 May 2020)

Canberra Hospital and Health Services

Lyra Yonzon

From: Health Service Officer Level 3 \$52,460 - \$54,165

Canberra Health Services

To: Health Service Officer Level 4 \$54,165 - \$56,238

Canberra Health Services, Canberra (PN. 19621) (Gazetted 26 September 2019)

Chief Minister, Treasury and Economic Development

Workforce Capability and Governance

Public Sector Management

Professional Standards Unit

Sireesha Comply

From: Administrative Services Officer Class 6 \$86,547 - \$99,051

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$108,926 - \$117,249

Chief Minister, Treasury and Economic Development, Canberra (PN. 08524) (Gazetted 10 February 2020)

Shared Services

Payroll and HR Systems

Payroll

Ashlin Gorman

From: Administrative Services Officer Class 3 \$65,097 - \$70,058

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$72,272 - \$78,254

Chief Minister, Treasury and Economic Development, Canberra (PN. 09437) (Gazetted 23 October 2019)

Shared Services

Payroll and HR Systems

Payroll

Malcolm Mullavey

From: Senior Officer Grade C \$108,926 - \$117,249

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$128,286 - \$144,418

Chief Minister, Treasury and Economic Development, Canberra (PN. 37505) (Gazetted 18 November 2019)

Enterprise Canberra

Active Canberra

ACT Academy of Sport (ACTAS)

Gavin Thornley

From: Professional Officer Class 2 \$86,547 - \$99,051

Chief Minister, Treasury and Economic Development

To: †Senior Professional Officer Grade C \$108,926 - \$117,249

Chief Minister, Treasury and Economic Development, Canberra (PN. 24053) (Gazetted 23 September 2019)

Community Services

Belinda Kinchela-Bashford: 84332902

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

Education Directorate

To: Child and Youth Protection Professional Level 3 \$98,414 - \$103,427 (up to \$108,305 on achieving a personal upgrade), Community Services Directorate, Canberra (PN: 03296) (Gazetted 19/10/2020)

Director of Public Prosecutions

Legal

Patrick Dixon

From: Prosecutor Grade 4 \$147,387 - \$158,014

Director of Public Prosecutions

To: †Prosecutor Grade 5 \$172,880 - \$183,295

Director of Public Prosecutions, Canberra (PN. 27933) (Gazetted 15 May 2020)

Legal

Skye Jerome

From: Prosecutor Grade 4 \$147,387 - \$158,014

Director of Public Prosecutions

To: †Prosecutor Grade 5 \$172,880 - \$183,295

Director of Public Prosecutions, Canberra (PN. 27930) (Gazetted 15 May 2020)

Legal

Katie McCann

From: Prosecutor Grade 4 \$147,387 - \$158,014

Director of Public Prosecutions

To: †Prosecutor Grade 5 \$172,880 - \$183,295

Director of Public Prosecutions, Canberra (PN. 27932) (Gazetted 15 May 2020)

Legal

Soraya Saikal-Skea

From: Prosecutor Grade 4 \$147,387 - \$158,014

Director of Public Prosecutions

To: †Prosecutor Grade 5 \$172,880 - \$183,295

Director of Public Prosecutions, Canberra (PN. 27928) (Gazetted 15 May 2020)

Education

Director-General

Caitlin McGarvey

From: Administrative Services Officer Class 5 \$80,323 - \$85,020

Education

To: Administrative Services Officer Class 6 \$86,547 - \$99,051
Education, Canberra (PN. 09517) (Gazetted 14 November 2019)

School Performance and Improvement Division

South and Weston Network

Telopea Park School

Edward Proctor

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

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 13156) (Gazetted 5 March 2020)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Environment, Planning and Sustainable Development

Climate Change and Sustainability

Climate Change and Sustainability

Catherine Cullen

From: Administrative Services Officer Class 6 \$86,547 - \$99,051

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$108,926 - \$117,249

Environment, Planning and Sustainable Development, Canberra (PN. 33901) (Gazetted 8 May 2020)

Climate Change and Sustainability

Climate Change and Sustainability

Toby Pearson

From: Administrative Services Officer Class 6 \$86,547 - \$99,051

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$108,926 - \$117,249

Environment, Planning and Sustainable Development, Canberra (PN. 44633) (Gazetted 8 May 2020)

Justice and Community Safety

ACT Emergency Services Agency

Commissioner's Office

Kerri Clarke

From: Administrative Services Officer Class 5 \$80,323 - \$85,020

Justice and Community Safety

To: †Senior Officer Grade C \$108,926 - \$117,249

Justice and Community Safety, Canberra (PN. 24880) (Gazetted 25 March 2020)

Emergency Services

ACT Ambulance Service

Ambulance Operations

Lauren Cuthbert

From: Graduate Paramedic Intern \$73,409 plus penalties

Justice and Community Safety

To: Ambulance Paramedic \$76,598 - \$86,170 plus penalties

Justice and Community Safety, Canberra (PN. P47553) (Gazetted 1 January 2020)

This promotion is to a non-advertised vacancy and is made in accordance with clause R 3.2.9, R3.2.10 and R3.2.11 of the Ambulance Enterprise Agreement 2018-2021

Emergency Services

ACT Ambulance Service

Ambulance Operations

Alexander Dudley

From: Graduate Paramedic Intern \$73,409 plus penalties

Justice and Community Safety

To: Ambulance Paramedic \$76,598 - \$86,170 plus penalties

Justice and Community Safety, Canberra (PN. P44063) (Gazetted 1 January 2020)

This promotion is to a non-advertised vacancy and is made in accordance with clause R 3.2.9, R3.2.10 and R3.2.11 of the Ambulance Enterprise Agreement 2018-2021.

Emergency Services

ACT Ambulance Service

Ambulance Operations

Richard Heyward

From: Graduate Paramedic Intern \$73,409 plus penalties

Justice and Community Safety

To: Ambulance Paramedic \$76,598 - \$86,170 plus penalties

Justice and Community Safety, Canberra (PN. P25086) (Gazetted 1 January 2020)

This promotion is to a non-advertised vacancy and is made in accordance with clause R 3.2.9, R3.2.10 and R3.2.11 of the Ambulance Enterprise Agreement 2018-2021.

Emergency Services

ACT Ambulance Service

Ambulance Operations

Carolyn Pearson

From: Graduate Paramedic Intern \$73,409 plus penalties

Justice and Community Safety

To: Ambulance Paramedic \$76,598 - \$86,170 plus penalties

Justice and Community Safety, Canberra (PN. P44094) (Gazetted 1 January 2020)

This promotion is to a non-advertised vacancy and is made in accordance with clause R 3.2.9, R3.2.10 and R3.2.11 of the Ambulance Enterprise Agreement 2018-2021.

Emergency Services

ACT Ambulance Service

Ambulance Operations

Jessica Rose

From: Graduate Paramedic Intern \$73,409 plus penalties

Justice and Community Safety

To: Ambulance Paramedic \$76,598 - \$86,170 plus penalties

Justice and Community Safety, Canberra (PN. P44095) (Gazetted 1 January 2020)

This promotion is to a non-advertised vacancy and is made in accordance with clause R 3.2.9, R3.2.10 and R3.2.11 of the Ambulance Enterprise Agreement 2018-2021.

Emergency Services

ACT Ambulance Services

Ambulance Operations

Anna Rutherford

From: Graduate Paramedic Intern \$73,409 plus penalties

Justice and Community Safety

To: Ambulance Paramedic \$76,598 - \$86,170 plus penalties

Justice and Community Safety, Canberra (PN. P25084) (Gazetted 1 January 2020)

This promotion is to a non-advertised vacancy and is made in accordance with clause R 3.2.9, R3.2.10 and R3.2.11 of the Ambulance Enterprise Agreement 2018-2021

ACT Courts and Tribunal

ACT Civil and Administrative Tribunal

Sivashanthi Sivagnanasuntharam

From: Administrative Services Officer Class 3 \$65,097 - \$70,058

Justice and Community Safety

To: Administrative Services Officer Class 4 \$72,272 - \$78,254

Justice and Community Safety, Canberra (PN. 34316) (Gazetted 25 November 2019)

ACT Corrective Services

Community Corrections and Release Planning

Community Operations

Sarah Sunderland

From: Administrative Services Officer Class 5 \$80,323 - \$85,020

Justice and Community Safety

To: Administrative Services Officer Class 6 \$86,547 - \$99,051

Justice and Community Safety, Canberra (PN. 43724) (Gazetted 20 March 2020)

Emergency Services

ACT Ambulance Service

Ambulance Operations

Rachael Vella

From: Graduate Paramedic Intern \$73,409 plus penalties

Justice and Community Safety

To: Ambulance Paramedic \$76,598 - \$86,170 plus penalties

Justice and Community Safety, Canberra (PN. P47541) (Gazetted 1 February 2020)

This promotion is to a non-advertised vacancy and is made in accordance with clause R 3.2.9, R3.2.10 and R3.2.11 of the Ambulance Enterprise Agreement 2018-2021.

Emergency Services

ACT Ambulance Service

Ambulance Operations

Justin Whalley

From: Graduate Paramedic Intern \$73,409 plus penalties

Justice and Community Safety

To: Ambulance Paramedic \$76,598 - \$86,170 plus penalties

Justice and Community Safety, Canberra (PN. P47542) (Gazetted 1 January 2020)

This promotion is to a non-advertised vacancy and is made in accordance with clause R 3.2.9, R3.2.10 and R3.2.11 of the Ambulance Enterprise Agreement 2018-2021.

Suburban Land Agency

Finance Valuations and Systems

Finance

Peter Buljan

From: Administrative Services Officer Class 3 \$65,097 - \$70,058

Canberra Institute of Technology

To: Administrative Services Officer Class 6 \$86,547 - \$99,051

Suburban Land Agency, Canberra (PN. 46138) (Gazetted 8 May 2020)

Transport Canberra and City Services

City Services

City Operations

City Presentation/Urban Treescapes

Thomas Dukic

From: General Service Officer Level 3/4 \$51,053 - \$55,752

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$56,595 - \$62,286

Transport Canberra and City Services, Canberra (PN. 25830) (Gazetted 20 March 2020)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Chief Operating Office

Governance and Ministerial Services

Governance

Komal Sharma

From: Administrative Services Officer Class 6 \$86,547 - \$99,051

Transport Canberra and City Services

To: †Senior Officer Grade C \$108,926 - \$117,249

Transport Canberra and City Services, Canberra (PN. 19992) (Gazetted 3 December 2019)

City Services

ACT NoWaste

Waste Regulation

Su Wild-River

From: Senior Officer Grade C \$108,926 - \$117,249

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$128,286 - \$144,418

Transport Canberra and City Services, Canberra (PN. 37979) (Gazetted 17 April 2020)

CORRIGENDA

Justice and Community Services

The following position was advertised in the Gazette of 25 June 2020.

ACT Emergency Service Agency

People, Culture and Training

Workforce Coordination

Assistant Director - Workforce Coordination

Senior Officer Grade C \$108,926 - \$117,249 Canberra (PN: 22913)

Closing Date: 02 July 2020

The following wording was omitted from the advertising.

Note: 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.