



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 04 March 2021**

## 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>

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

#### **Centre for Health and Medical Research**

#### **Research Executive**

#### **Assistant Director, Data Analytics**

**Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 50624)**

Gazetted: 09 March 2021

Closing Date: 23 March 2021

Details: A new opportunity exists to co-ordinate a territory wide health analytics research collaboration.

We are looking for an enthusiastic research methodologist and senior biostatistician who is keen to drive health research analytics in the ACT Health Research Community.

The role of Assistant Director requires a person with strong methodological expertise and the ability to develop thriving collaborations across the health policy, services and university sectors. Quite often you'll be required not only to coordinate the formation of collaborations, but also provide biostatistical and research methods expertise to ACT Health-based research projects. The role supports the translation and implementation of local research into clinical practice and policy, bringing together expertise, and patient and carer experiences to influence policy creation and guideline development to optimise the health outcomes of patients, carers, our healthcare workforce and the ACT community. By bringing together research enablers to address critical policy and clinical questions, the Assistant Director is part of a dynamic team dedicated to making the ACT Health System an internationally recognised evidence-based ecosystem that uses state-of-the-art research to convert data into the best knowledge. You will be co-ordinating the research methods aspects of research programs within the Centre for Health and Medical Research and our Health Analytics Research Collaboration (HARC) with our health services and university partners. As part of the Centre for Health and Medical Research, this role provides high level research policy and operational advice to the Executive Branch Manager - Research, while as part of HARC, the role manages a network of data scientists, biostatisticians, clinical trials methodologists, and other research methodologists through forums, special interest groups, policy development and team building processes.

ACT Health 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.

If this sounds like you, please make contact with the contact officer.

#### **Eligibility/Other Requirements:**

Relevant graduate qualification i.e., Epidemiology or Statistics

Minimum of two years relevant professional experience in advanced analytics

Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

**Note:** This is a temporary position available for twelve months, with the possibility of permanency. This position is part-time at 14.70 hours per week (two days) and the full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only.

**How to Apply:** Please provide a response to the Selection Criteria outlined in the attached Position Description of no more than three pages.

Also, include a current curriculum vitae and written references from two referees.

For more information please contact the contact officer.

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

Contact Officer: Reagan Taylor (02) 5124 9378 [reagan.taylor@act.gov.au](mailto:reagan.taylor@act.gov.au)

**Health Systems, Policy and Research  
Preventative and Population Health  
Preventive and Population Health Policy Team  
Program Manager, Health Promotion and Grants  
Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 25550)**

Gazetted: 05 March 2021

Closing Date: 19 March 2021

**Details:** An exciting opportunity exists for an enthusiastic and dedicated Officer to work in the Preventive and Population Health Policy Team within the ACT Health Directorate. The Preventive and Population Health Policy team provides strategic leadership and policy advice in relation to matters affecting the health of the ACT Population.

**Eligibility/Other Requirements:** Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

**Note:** This is a temporary position available immediately until the October 2021 with the possibility of extension up to 12 months. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Previous applicants are welcome to apply.

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

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

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

**Digital Health Record Analyst**

**Administrative Services Officer Class 6 to Senior Officer Grade B \$87,715 - \$146,368, Canberra (PN: 50748, several)**

Gazetted: 05 March 2021

Closing Date: 17 March 2021

**Details:** The Digital Health Record is an exciting initiative that will transform the way health care is provided in ACT public health system.

The Digital Health Record will record all interactions between a person and ACT public health services. This will include Canberra's major hospitals, community health centres and walk-in centres. Clinical, administrative and management staff in partnership with health care consumers will have an important role in optimising and implementing the Digital Health Record.

The Digital Health Record Program team is comprised of approximately 140 staff with administrative, technical, clinical and nursing backgrounds.

The Digital Health Record Program has an opening for a Digital Health Record Analyst within the Digital Health Record Implementation Program team. Digital Health Record Analysts will be responsible for guiding the workflow design, configuring and testing the system. Analysts will be designated to a focus area. This position is will be focussed on the configuration required for dental services.

There is no doubt this project will be challenging at times with competing deadlines and priorities. The successful candidate will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced job. As timing is critical to the success of this Program, annual leave will be planned and scheduled in advance by the Program Director.

ACT Health 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:** This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. In order to be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

**Note:** This is a temporary position available from 15 February 2021 until 27 January 2023 with the possibility of an extension and/or permanency. It is important that you can commit to this full period. A merit pool may be established from this selection process and may be used to fill future vacancies within the Program over the next 12 months.

**How to apply:** Please submit a response which addresses the Selection Criteria of your preferred classification of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager. More details can be found in the attached Applicant Pack. You should also complete and submit the attached Application Form indicating the classification that best suits your skills and experience. You only need to submit one application for this position. You will be automatically considered for the lower classification(s) if you are not identified as a preferred candidate for your selected classification. If you are shortlisted, please note that an aptitude test will be utilised as part of the selection process.

**Contact Officer:** Philippa Kirkpatrick (02) 5124 9342 [philippa.kirkpatrick@act.gov.au](mailto:philippa.kirkpatrick@act.gov.au)

### **Calvary Public Hospital Bruce**

**Division: Clare Holland House Inpatient Palliative Care Unit**

**Position Title: Enrolled Nurse Level 1**

**Classification: Enrolled Nurse Level 1 \$63,334 – \$67,666, Canberra (Expected)**

Gazette Date: 04 March 2021

Closing Date: 11 March 2021

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

Reference Number: 14776

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

Contact Officer: Alice Atyeo (02) 6264 7300 [Alice.Atyeo@calvary-act.com.au](mailto:Alice.Atyeo@calvary-act.com.au)

**Division: Nursing and Midwifery Relief Pool**

**Position Title: Endorsed Enrolled Nurse 1**

**Classification: Enrolled Nurse 1 \$63,334 - \$67,666, Canberra (Expected)**

Gazette Date: 05 March 2021

Closing Date: 16 March 2021

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

Reference Number: 14952

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

Contact Officer: Kerry Foley (02) 6201 6564 [Kerry.Foley@calvary-act.com.au](mailto:Kerry.Foley@calvary-act.com.au)

**Division: Continuity of Midwifery Care Service**

**Position Title: Registered Midwife Level 2**

**Classification: Registered Nurse 2 \$96,976 - \$102,781, Canberra (Expected)**

Gazette Date: 05 March 2021

Closing Date: 16 March 2021

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

Reference Number: 14995

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

Contact Officer: Elizabeth Bishop (02) 6201 6880 [elizabeth.bishop@calvary-act.com.au](mailto:elizabeth.bishop@calvary-act.com.au)

**Division: Social Work and Psychology**

**Position Title: Social Worker**

**Classification: Health Professional 3 \$95,883 - \$101,033, Canberra (Expected)**

Gazette Date: 04 March 2021

Closing Date: 15 March 2021

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

Reference Number: 14704

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

Contact Officer: Karen Dell (02) 6201 6314 [Karen.Dell@calvary-act.com.au](mailto:Karen.Dell@calvary-act.com.au)

**Division: Inpatient Palliative Care Unit**

**Position Title: Registered Nurse Level 2**

**Classification: Registered Nurse Level 2 \$96,976 – \$102,781, Canberra (Expected)**

Gazette Date: 04 March 2021

Closing Date: 16 March 2021

Full position details can be seen on Calvary Public Hospital Bruce's

website, <https://calvarycareers.mercury.com.au/>

Reference Number: 14777

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

Contact Officer: Alice Atyeo (02) 6264 7300 [Alice.Atyeo@calvary-act.com.au](mailto:Alice.Atyeo@calvary-act.com.au)

**Division: Non Admitted Patient Services**

**Position Title: Team Leader- Non Admitted Patient Services**

**Classification: Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (LP7102)**

Gazette Date: 10 March 2021

Closing Date: 16 March 2021

Full position details can be seen on Calvary Public Hospital Bruce's

website, <https://calvarycareers.mercury.com.au/>

Reference Number: 14825

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

Contact Officer: Maree Winbank (02) 6201 6260 [maree.winbank@calvary-act.com.au](mailto:maree.winbank@calvary-act.com.au)

**Division: Patient Flow Unit - Relief Pool**

**Position Title: Registered Nurse 1**

**Classification: Registered Nurse 1 \$69,832 - \$93,283, Canberra (Expected)**

Gazette Date: 04 March 2021

Closing Date: 16 March 2021

Full position details can be seen on Calvary Public Hospital Bruce's

website, <https://calvarycareers.mercury.com.au/>

Reference Number: 14894

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

Contact Officer: Kerry Foley (02) 6201 6564 [Kerry.Foley@calvary-act.com.au](mailto:Kerry.Foley@calvary-act.com.au)

**Division: Acute Medical Stream**

**Position Title: Registered Nurse Level 2**

**Classification: Registered Nurse Level 2 \$96,976 – \$102,781, Canberra (Expected)**

Gazette Date: 04 March 2021

Closing Date: 16 March 2021

Full position details can be seen on Calvary Public Hospital Bruce's

website, <https://calvarycareers.mercury.com.au/>

Reference Number: 14929

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

Contact Officer: Caroline Bouloukos [caroline.bouloukos@calvary-act.com.au](mailto:caroline.bouloukos@calvary-act.com.au)

**Division: Nursing and Midwifery (Birth Suite)**

**Position Title: Registered Midwife Level 2**

**Classification: Registered Nurse Level 2 \$96,976 – \$102,781, Canberra (Expected)**

Gazette Date: 04 March 2021

Closing Date: 23 March 2021

Full position details can be seen on Calvary Public Hospital Bruce's

website, <https://calvarycareers.mercury.com.au/>

Reference Number: 14959

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

Contact Officer: Ash Grimes (02) 6201 6921 [ash.grimes@calvary-act.com.au](mailto:ash.grimes@calvary-act.com.au)

**Division: Nursing and Midwifery**

**Position Title: Registered Midwife Level 1**

**Classification: Registered Nurse Level 1 \$69,832 – \$93,283, Canberra (Expected)**

Gazette Date: 04 March 2021

Closing Date: 23 March 2021

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

Reference Number: 14976

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

Contact Officer: Ash Grimes (02) 6201 6921 [ash.grimes@calvary-act.com.au](mailto:ash.grimes@calvary-act.com.au)

**Division: Physiotherapy**

**Position Title: Physiotherapy Assistant**

**Classification: Allied Health Assistant 2 \$54,988 – \$63,043, Canberra (Expected)**

Gazette Date: 04 March 2021

Closing Date: 16 March 2021

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

Reference Number: 14994

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

Contact Officer: Jeanie Weber (02) 6201 6194 [jeanie.weber@calvary-act.com.au](mailto:jeanie.weber@calvary-act.com.au)

**Division: Clinical Services-Medical**

**Position Title: Infection Control and Staff Health Department Manager**

**Classification: Registered Nurse 3 G2 \$122,360, Canberra (LP8207)**

Gazette Date: 09 March 2021

Closing Date: 14 March 2021

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

Reference Number: 15025

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

Contact Officer: Sandra Roodt (02) 6201 6174 [sandra.roodt@calvary-act.com.au](mailto:sandra.roodt@calvary-act.com.au)

**Division: Ambulatory Care Outpatient Department**

**Position Title: Registered Nurse Level 1**

**Classification: Registered Nurse Level 1 \$69,832 - \$93,283, Canberra (Expected)**

Gazette Date: 09 March 2021

Closing Date: 15 March 2021

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

Reference Number: 15098

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

Contact Officer: Shelley Carman [shelley.carman@calvary-act.com.au](mailto:shelley.carman@calvary-act.com.au)

**Canberra Health Services**

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

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

**People and Culture**

**Workforce Capability**

**Occupational Violence Trainer**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50840, several)**

Gazetted: 05 March 2021

Closing Date: 22 March 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the work area and position

The People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including people policy and strategies, change management, human resource management, Work Health and Safety, organisational development, diversity and inclusion, general clinical, leadership and work safety training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

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

The purpose of this role is to develop, deliver and support teams across CHS in providing education to support the prevention and management of occupational violence that occurs in a variety of work settings across Canberra Health Services.

In this position, you will fulfill a quality and safety role consistent with the CHS "Exceptional Care Framework". You will work as part of an inter-professional education team providing targeted training courses for staff in a variety of clinical and non-clinical settings.

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are encouraged to apply.

Eligibility/Other Requirements:

Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes:

Teamwork: Strong ability to work collaboratively in a team environment to plan work and deliver services.

Commitment to supporting the team.

Strong verbal and interpersonal skills: Can communicate clearly to deliver training and consult with a range of clinical and non-clinical stakeholders across Canberra Health Services.

Client focus: Responsive to client needs, demonstrating flexibility to provide services.

Self-motivated: Has a commitment to doing things better; is self-driven and motivated

Progressive: Ability to respond flexibly to change, and apply innovative approaches to quality improvement

**Position Requirements/Qualifications:**

**Mandatory:**

Must hold a current driver's licence.

**Highly Desirable:**

Formal education units covering teaching and training or equivalent professional development and demonstrated experience in the development and provision of training.

Experience in frontline healthcare, Work Health and Safety, and/or substantial experience in a large and complex health organisation will be highly regarded.

Meet the requirements of physical demands checklist attached, as this role includes delivery of training that requires a moderate level of physical fitness to demonstrate evasion/ breakaway and restraint techniques

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

**Note:**

These are full-time temporary positions for a period of 12 months with the possibility of extension and/or permanency

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

**Clinical Services**

**Allied Health**

**Newborn Hearing Screening Program**

**Newborn Hearing Screener**

**Technical Officer Level 1 \$60,130 - \$63,043, Canberra (PN: 29539)**

Gazetted: 10 March 2021

Closing Date: 22 March 2021

**Our Vision:** Creating exceptional health care together.

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

**Our Values:** Reliable, Progressive, Respectful and Kind.

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

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

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

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

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

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

**Overview of the work area and position**

The ACT Newborn Hearing Screening Program (NHSP) is an early hearing loss detection program for infants born or residing in the ACT. The Program identifies babies that are born with significant hearing loss and introduces them to appropriate intervention as soon as possible. It is well known that babies that are identified with hearing loss early in life have improved quality of life, improved communication, language skills and social-emotional development and significantly better education and employment outcomes. The NHSP provides services at the Centenary Hospital for Women and Children, John James and Calvary as well as home births. Up to 6,500 babies are screened each year by a dedicated team of trained screeners.



Under limited direction of the Newborn Hearing Screening Program team leader you will perform hearing screens for infants.

**Eligibility/Other Requirements:**

**Mandatory:**

A current driver's licence is mandatory

A current first aid certificate and/or previous experience in a nursing or allied health discipline would be an advantage.

Experience working in a Newborn Hearing Screening Program is desirable

The successful applicant will need to be available for weekend work

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police check.

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

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

**Note:** This is a part-time permanent position available at 15 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Jenny Bursell (02) 5124 7458 [jenny.bursell@act.gov.au](mailto:jenny.bursell@act.gov.au)

**Clinical Services**

**Cancer and Ambulatory Services**

**Central Health Intake**

**Clinical Nurse Consultant**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 28276)**

Gazetted: 04 March 2021

Closing Date: 18 March 2021

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

Overview of the work area and position

The Division of Cancer, Ambulatory Support (CAS) provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. This Division is also responsible for the support functions for ambulatory and community health including the Central Health Intake team, Central Outpatients, Transcription and the Walk in Centres

The Central Health Intake team provides a call centre, referral receipt and management and outpatient bookings services. It is a busy and dynamic service supporting over 100 clinical services, handling 20,000 calls and 3,000 referrals per month. A team of nurses and administrative staff provide a two-tiered approach to the management of referrals, screening and booking.

The CNC 3.1 will work collaboratively with the CHI Operational Manager, in ensuring the delivery of integrated efficient intake services. The CNC will ensure the nursing team provides high value nursing input into the screening and assessment of referrals to ensure they are directed to the appropriate service in a timely manner. The CNC is responsible for day to day management of the team and ensuring a proactive approach to relationship management and clinical services.

This is a composite role with direct service provision at approximately 60%.

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

**Eligibility/Other Requirements:**

**Behavioural Capabilities**

Strong organisational skills with a high degree of drive and ability to critically think

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

Position Requirements/Qualifications:

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

Minimum of five years' experience working professionally as a Registered Nurse is preferred.

Desirable to be progressing towards a post graduate qualification in management and/or in a relevant clinical specialty.

Relevant experience in outpatient services.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Cassandra Beaumont 0418 494 458 [cassandra.beaumont@act.gov.au](mailto:cassandra.beaumont@act.gov.au)

## **Clinical Services**

### **Medicine**

#### **Emergency Department**

##### **Senior Specialist**

##### **Senior Specialist \$244,175, Canberra (PN: 20495, several)**

Gazetted: 04 March 2021

Closing Date: 26 March 2021

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

About us:

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

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

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

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

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

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

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

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

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

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

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only three hours away by road. For more information on our great city and your future, visit:

<https://canberra.com.au/work/>

Overview of the work area and position:

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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

We are a large medical team of 34 FACEMs, a postgraduate fellow, 3 Senior Registrars, 30 registrars, and multiple other junior medical staff.

It is a very exciting time for Canberra Hospital Emergency Department (ED), with a modern, expanded physical space consisting of a five bed resuscitation area, 30 acute beds, 16 short stay beds, fast track stream with a sub-wait and 14 treatment spaces and a dedicated paediatric area with six beds and two consult rooms. The coming years include the building of "Canberra Hospital Expansion" – new build for critical care services with a state of the art 114 bed Emergency Department.

We are one of the busiest EDs in the country;

We are seeing over 89,000 presentations per annum

We have approximately 20% paediatric presentations

We have high acuity with admission rates of more than 35%

We have a significant trauma case-load

There is potential for FACEMs to be involved in the Regional Aeromedical Retrieval Service, the Inpatient Trauma Service, and the Australian National University.

Rostering is flexible and innovative

There are opportunities to make a significant contribution to a growing department.

Highly competitive remuneration with extensive support for professional development

Canberra is a large city with high quality restaurants, cafes and bars to enjoy after work. The real joys of Canberra are the options available on your days off. Take your pick of the fabulous beaches of the South Coast, the excitement of Sydney, the nearby award-winning wineries, or the many galleries and museums of the Nation's Capital. If adventure's more your thing, imagine the midweek trips to ski fresh powder snow, world standard mountain bike tracks, hiking, kayaking, sailing, rock climbing and fishing all on your doorstep. The weather is great and traffic not an issue.

The Emergency Department at The Canberra Hospital offers a unique, wide-ranging and exciting experience rarely available in a single hospital.

Qualifications and experience:

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

Fellowship of the Australasian College for Emergency Medicine (FACEM), or equivalent specialist qualification.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

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

Note: There are permanent and temporary positions available with the potential for flexible full time and part time hours. An order of merit list may be established to fill future vacancies at level over the next twelve months. Be available for occasional weekend and after-hours work. There are two advertisements running concurrently on Req Id 01UJ9 and 01UJA. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

Salary, Remuneration and Conditions: Senior Specialist - \$244,175

Annual Salary: Indicative total package value of \$378,497.51 applicable allowances and 11.5% super.

Group Attraction and Retention Incentive: \$50,000 - \$75,000

Please note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$462,122.51. Reimbursement of relocation costs may be available if you are the successful candidate for a permanent position. Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>. Contact Officer: Dr Samuel Scanlan (02) 5124 3309 [samuel.scanlan@act.gov.au](mailto:samuel.scanlan@act.gov.au)

## **Clinical Services**

### **Women, Youth and Children**

#### **Women, Youth and Children Community Health Programs**

##### **Registered Nurse Scholarship Maternal and Child Health**

##### **Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 16064)**

Gazetted: 04 March 2021

Closing Date: 14 March 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the work area and position

CHS promotes a learning culture and is providing an exciting opportunity for Registered Nurses to undertake a Graduate Diploma of Child and Family Health whilst working part time in the Maternal and Child Health (MACH) service.

The scholarship program has been developed to create a sustainable pathway for Registered Nurses to undertake tertiary study while obtaining relevant work experience leading to a work ready experienced MACH workforce upon graduation.

This scholarship involves a two (2) year commitment - First year: The Registered Nurse (RN) will work with the Early Childhood immunisation program three days per week delivering National Immunisation Program. The RN will have completed the recommended online immunisation course prior to commencement of employment. On the completion of the accredited immunisation education and WYCCHP credentialing process the RN will work independently within the immunisation team. During the first year the RN will be supported to complete the Graduate Certificate in Child and Family Health qualification including placement. In the second year the Graduate Diploma in Child and Family Nursing will be completed, whilst rotating and gaining competency across the full scope of practice of a MACH nurse.

The work of Maternal and Child Health nurses is supported by the National Framework for Universal Child and Family Health Services (2011):

promoting the availability and the role of universal child and family health services to parents, the community as well as health, education and welfare professionals.

promoting consistency of service across jurisdictions.

providing a contemporary evidence base for service improvement.

progress towards national performance monitoring and the compilation of national population health data for the purposes of comparison across jurisdictions and subpopulations.

MACH Nurses are guided by the National Standards of Practice for Maternal, Child and Family Health Nurses in Australia (2017) and support families by working in the model of Family Partnership to provide support, information and health advice within a multidisciplinary context.

MACH Services are delivered across ACT from health centre locations to outreach clinic sites.

Eligibility/Other Requirements:

Mandatory:

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

Hold a minimum one year full time equivalent post graduate nursing experience preferably with recent clinical experience in a relevant clinical area for example midwifery (highly desirable), paediatrics, neonatal nursing, or primary health care.

Be willing and eligible to enrol in the graduate diploma of Child and Family Health with our Child and Family Health partnership university.

Current driver's licence.

Desirable:

International Board Certified Lactation Consultant.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note:

This is a temporary position available for a period of 12 months commencing 29 March 2021 until 29 March 2022.

This position is part-time at 24 hours per week and the full-time salary noted above will be pro-rata. Commencing the certificate in Child and Family Health through Western Sydney University, in the midyear intake. Applicants will apply to the Nursing and Midwifery office for scholarship funding assistance

Contact Officer: Sally Haseler (02) 5124 1175 sally.haseler@act.gov.au

## **Clinical Services**

### **Rehabilitation, Aged and Community Services**

#### **Continuing Care Program**

#### **Research and Development Clinical Nurse Consultant**

#### **Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 17634, several)**

Gazetted: 09 March 2021

Closing Date: 23 March 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Canberra Health Services (CHS) is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTIQ are particularly encouraged to apply.

Overview of the work area and position:

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

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

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

A number of RACS services work collaboratively with the individuals, his/her carers and other services within and external to Canberra Health Services.

This is a full-time role which provides high level leadership and consultancy in the field of development and research. The position is physically based at the City Community Health Centre.

Community Care Program is seeking Expressions of Interest from suitably qualified and experienced Community Nurses for a Register to fill possible planned vacancies for the Clinical Nurse Consultant – Research and Development. RN3.1 position. This is a full-time role providing high level leadership and consultancy in the field of development and research, supporting processes for clinical governance, including quality review, accreditation and developments affecting the clinical areas. Interested nurses should have a wide range of clinical experience and be committed to consumer centred care with a multidisciplinary focus.

Eligibility/Other Requirements:

Mandatory:

Registered with the Australian Health Practitioner Regulation Agency (AHPRA).

Hold current drivers' licence.

Desirable:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note:

These are temporary vacancies for varying periods up to 12 months.

Contact Officer: Maryanne Benkovic (02) 5124 1672 [maryanne.benkovic@act.gov.au](mailto:maryanne.benkovic@act.gov.au)

## **Medical Services**

### **Imaging**

#### **Medical Imaging**

##### **Assistant Director of Nursing, Medical Imaging**

##### **Registered Nurse Level 4.2 \$131,034, Canberra (PN: 50461)**

Gazetted: 10 March 2021

Closing Date: 24 March 2021

**Our Vision:** Creating exceptional health care together.

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

**Our Values:** Reliable, Progressive, Respectful and Kind.

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

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

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

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

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

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

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

**Overview of the work area and position**

Medical Imaging at CHS offers a radiology service to the ACT and surrounding region. The service operates 24 hours, seven days and delivers a wide range of diagnostic radiology and procedures.

Under broad direction of the Clinical Director of Medical Imaging, the Assistant Director of Nursing (ADON) for Medical Imaging is the senior nursing leadership position in the Medical Services division. The ADON in consultation with the Clinical Director provides strategic leadership, direction, planning and operational input to achieve quality patient care and service delivery outcomes in Medical Imaging. The ADON has a professional reporting line to the Director of Nursing in the Division of Nursing, Midwifery and Patient Support Services.

**Eligibility/Other Requirements:**

**Mandatory:**

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

**Highly desirable:**

An appropriate post-graduate qualification and experience in the speciality area of Medical Imaging.

Recent experience in a nursing operational management role in an acute care setting.

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police check.

**Note:** This is a temporary position available for a period of nine months with the possibility of extension.

Contact Officer: Apurv Garg (02) 5124 2528 [apurv.garg@act.gov.au](mailto:apurv.garg@act.gov.au)

**Clinical Services**

**Rehabilitation, Aged and Community Services**

**Community Care Program**

**Complex Care Clinical Nurse Consultant**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 22594, several)**

Gazetted: 05 March 2021

Closing Date: 19 March 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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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.

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

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

Canberra Health Services (CHS) is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTIQ are encouraged to apply.

Overview of the work area and position:

Community Care Program is seeking Expressions of Interest from suitably qualified and experienced Community Nurses for a Register to fill possible planned vacancies for the Clinical Nurse Consultant - Complex Care. RN3.1

role. This full-time consultancy role provides high level clinical leadership in the complex community based/acute and post-acute care environment assisting staff to work with patients with a broad range of complex needs facilitating them to remain independent in their own environments wherever possible; working collaboratively with individuals, carers and other services within and external to Canberra Health Services. Interested nurses should have a wide range of clinical experience and be committed to consumer centred care with a multidisciplinary focus.

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

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

ACT's first sub-acute rehabilitation hospital has been recently completed and is located on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of CHS's planned network of health facilities designed to meet the needs of our ageing and growing population.

A number of RACS services work collaboratively with the individuals, his/her carers and other services within and external to CHS.

This full-time consultancy role provides high level clinical leadership in a complex community based / acute and post-acute care environments to staff managing patients with a broad range of complex needs enabling them to remain independent in their own environment wherever possible.

Eligibility/Other Requirements:

Mandatory:

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

Must hold a current drivers' licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

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

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

Desirable:

Experience as a Registered Nurse in the community setting.

Note:

These are temporary positions available for varying length temporary contracts.

Contact Officer: Wendy Woodman (02) 5124 1298 [wendy.woodman@act.gov.au](mailto:wendy.woodman@act.gov.au)

## **Clinical Services**

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

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

##### **Clinical Manager**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 23557)**

Gazetted: 10 March 2021

Closing Date: 24 March 2021

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

**Our Values:** Reliable, Progressive, Respectful and Kind.

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

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



University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

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

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

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

**Overview of the work area and position:**

The nursing position is based in the Belconnen Mental Health team, which is part of Adult Community Mental Health Services (ACMHS).

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

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

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

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

The successful applicant will be required to work as a member of the multidisciplinary team providing high quality clinical interventions and care, and to achieve positive outcomes for people. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies. Importantly, nursing staff working within ACMHS are required to support people to achieve their personal recovery goals as identified in Care Plans.

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

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

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

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

**Eligibility/Other Requirements:**

**Mandatory:**

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

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

Strong understanding of adult community mental health services.

**Desirable:**

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

Hold a current ACT driver's licence

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police check.

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

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

**Community Health Program**

**Women Youth and Children Community Health Program**

**Clinical Development Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 41968)**

Gazetted: 09 March 2021

Closing Date: 16 March 2021

Details: **Our Vision:** Creating exceptional health care together.

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

**Our Values:** Reliable, Progressive, Respectful and Kind

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

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

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

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

#### **POSITION OVERVIEW**

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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Maternal and Child Health nurses are supported by the National Framework for Universal Child and Family Health services.

MACH Nurses are guided by the seven standards outlined in the National Standards of Practice for Maternal Child and Family Health nurses in Australia (2017).

Maternal and Child Health (MACH) nurses support families by working in the model of Family Partnership to provide support, information and health advice within a multidisciplinary context.

All MACH Nurses deliver services across the ACT from health centre locations to outreach clinic sites.

Supporting families, parents and carers to build skills and confidence in their parenting role is a core element of the ACT Children and Young People Plan 2015-2025. The WYCCHP seeks to contribute to this objective by providing MACH support for families with a primary health care approach, recognising the importance of optimal health and physical and mental wellbeing of parents and other primary carers. Universal child and family health services also contribute to the health of the general population through health promotion and preventive health initiatives such as breastfeeding promotion immunisation programs, child safety and parenting support.

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate changing needs of graduate and postgraduate nurses across MACH.

Strong communication and interpersonal skills.

#### **Position Requirements/Qualifications:**

Relevant eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of 2 years' experience working professionally in Child and Family Health is preferred.

Hold a Certificate IV in Workplace Training and Assessment or nationally recognised vocational competency units in competency assessment and work-based training.

Relevant tertiary qualifications are highly desirable, including midwifery, paediatrics and education.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**Prior to commencement successful candidates will be required to:**

undergo a pre-employment Police check.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).  
provide the names of 2 referees, one the current manager.

**Note:** this is a temporary position available for five months.

Contact Officer: Sally Haseler (02) 5124 1175 Sally.Haseler@act.gov.au

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

### **Justice Health Services**

#### **Occupational Therapist, Secure Mental Health Services,**

**Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 37371)**

Gazetted: 09 March 2021

Closing Date: 25 March 2021

Details: **Our Vision:** Creating exceptional health care together.

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

**Our Values:** Reliable, Progressive, Respectful and Kind

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

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

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

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

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 and alcohol and drug services.

#### **Overview of the work area and position:**

The Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016.

DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

The Extended Care Unit (ECU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division.

At this level it is expected this role will be an integral member of the Multi-disciplinary team and will provide, under reduced supervision, high quality occupational therapy services that will achieve sound outcomes for people within a therapeutic secure environment. In addition to core skills in mental health practice, the occupational therapist will offer a range of assessments, therapeutic interventions and high quality programs specifically targeted at promoting people's optimal engagement and participation in meaningful activities, as well as addressing functional and occupational issues.

The Occupational Therapist will contribute to all stages of a person's journey, from the time of admission through to their preparation and transition to other settings. All staff are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

**Personal Attributes:**

To be successful in this position, it is expected that the successful candidate will have the following attributes:

Strong organisational skills with a high degree of initiative.

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.

Adaptability and flexibility to accommodate change and provide responsive services to meet patients' needs

Effective communication, including active listening skills, and an ability to negotiate.

**Eligibility/Other Requirements:**

**Mandatory:**

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

Eligibility for professional membership of Occupational Therapy Australia

Minimum of 3 years (ideal 5 years) post qualification

**Desirable:**

Previous experience in mental health service or forensic/custodial service.

Previous experience in an inpatient mental health facility.

Current Drivers Licence.

**Prior to commencement successful candidates will be required to:**

undergo a pre-employment Police check.

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

Contact Officer: Camille Falkiner (02) 512 41838 [Camille.falkiner@act.gov.au](mailto:Camille.falkiner@act.gov.au)

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

**Adult Mental Health Service**

**Social Worker**

**Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 45532, several expected vacancies)**

Gazetted: 09 March 2021

Closing Date: 25 March 2021

Details: **Our Vision:** Creating exceptional health care together.

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

**Our Values:** Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)  
Dhulwa Mental Health Unit  
Justice Health Services, and  
Rehabilitation and Specialty Mental Health Services

**Overview of the Work Area and Position**

The Adult Mental Health Unit (AMHU) is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

At this level it is expected that you will provide high quality interventions and achieve sound outcomes for people under routine supervision. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Level HP1, Allied Health Assistants and students and support the Allied Health Manager in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

The position will report operationally to the Allied Health Manager of AAMHS. Professional governance of this position will come from the Discipline Principal Social Work (MHJHADS).

This is a full time position within Adult Mental Health Unit working Monday to Friday.

**Eligibility/Other Requirements:**

**Mandatory:**

Degree in Social Work

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

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service  
Current Passenger Vehicles driver's Licence.

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment Police check.

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

Contact Officer: Roz Fitzgerald (02) 5124 5401 Roz.Fitzgerald@act.gov.au

**Clinical Services**

**Medicine**

**Nursing**

**Respiratory Outpatient's/Asthma Educator**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22515)**

Gazetted: 09 March 2021

Closing Date: 25 March 2021

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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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. An exciting opportunity exists for an enthusiastic and suitable qualified Registered Nurse within the Department of Respiratory and Sleep Medicine (DRSM). Our service delivery operates from the Canberra Hospital and Health Services campus and provides Under limited direction of the Clinical Nurse Consultant you will provide Asthma Education in both an inpatient and outpatient setting as well as support to the Medical Officer's clinics and co-ordinating bronchoscopy bookings. Provide nursing care to other outpatient Respiratory services including but not limited to Cystic Fibrosis. Tuberculosis (TB) case management, TB employment screening, smoking cessation and Chronic Obstructive Pulmonary Disease (COPD). You will:

Provide high quality client focused care using advanced clinical assessment, planning, implementing and monitoring of patient care needs for patients of the DRSM unit in accordance to nursing standards of care, practice guidelines and Canberra Health Services, Policies and Procedures.

### About You

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

### Behavioural Capabilities

Strong organisational skills and a high degree of drive

Adaptability and flexibility to accommodate change and provide responsive services to meet client's needs.

Strong communication skills to work effectively with multiple services to provide a coordinated approach to patient care.

### Eligibility/Other Requirements:

Relevant eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of five years' experience working professionally in nursing is preferred.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

### Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

Desirable to hold a current driver's licence.

Contact Officer: Kim Bailey 02 51242702 kim.bailey@act.gov.au

### Clinical Services

#### Surgical ward

#### Clinical Nurse Consultant Neurosurgery

#### Registered Nurse Level 3.2 \$122,360, Canberra (PN: 25636)

Gazetted: 10 March 2021

Closing Date: 24 March 2021

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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:

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

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

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

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

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

### Overview of the work area and position

Ward 9B is a 29 bed, acute neurosurgical unit that focuses on the management of patients with altered neurological function. Included in this unit is a 6 bed Neurosurgical Acute Care Unit (NACU) which enables the provision of close observation of post-operative intracranial surgery patients and neurosurgical patients who are at risk of neurological deterioration. All beds within this unit have monitors which assist to monitor intracranial pressure and acute patients post operatively. 9B is responsible for the management of acute head injuries,

multiple trauma patients, brain tumours, traumatic spinal fractures as well as elective spinal and intracranial surgery.

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

**Eligibility/Other Requirements:**

**Mandatory:**

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

**Desirable:**

Holds or progressing towards a tertiary qualification at Masters,

Has demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years.

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police check.

**Note:** This position is a temporary full-time position available for a period of up to 12 months.

Contact Officer: Tania Lawrence 0478 404 894 [tania.lawrence@act.gov.au](mailto:tania.lawrence@act.gov.au)

**Women, Youth and Children**

**Community Health Programs**

**Maternal and Child Health Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 20588)**

Gazetted: 10 March 2021

Closing Date: 24 March 2021

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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.

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

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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**

Maternal and Child Health nurses are supported by the National Framework for Universal Child and Family Health services.

MACH Nurses are guided by the seven standards outlined in the National Standards of Practice for Maternal Child and Family Health nurses in Australia (2017).

Maternal and Child Health (MACH) nurses support families by working in the model of Family Partnership to provide support, information and health advice within a multidisciplinary context.

All MACH Nurses deliver services across the ACT from health centre locations to outreach clinic sites.

**Eligibility/Other Requirements:**

**Mandatory:**

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

Post graduate qualifications in Child and Family Health or equivalent.

Hold a current driver's licence.

**Desirable:**

Qualifications and recent experience in midwifery / paediatrics or related primary health setting are highly desirable.

Family Partnership Model Training (or commitment to complete training)

Circle of security Training

International Board-Certified Lactation Consultant

**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: Sally Campbell (02) 5124 1538 sally.campbell@act.gov.au

## **Clinical Services**

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

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

##### **Social Worker**

**Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 31735)**

Gazetted: 04 March 2021

Closing Date: 23 March 2021

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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:

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.

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Dhulwa Mental Health Unit

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

#### **Overview of the work area and position**

The Adult Mental Health Unit (AMHU) is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and



other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

The successful applicant of the HP3 social work position is responsible for conducting skilled clinical assessments and delivering individual and group based social work interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically related staff (such as Allied Health Assistants).

The position will report operationally to the Allied Health Manager of AMHU. Professional governance of this position will come from the Discipline Principal Social Work (MHJHADS).

**Eligibility/Other Requirements:**

**Mandatory:**

Degree in Social Work

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

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

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

Current driver's licence.

**Desirable:**

Experience of working within mental health in either an inpatient unit or community setting.

**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 full time temporary 12-month position with the possibility of extension and/or permanency. This is a full-time position within Adult Mental Health Unit working Monday to Friday.

Contact Officer: Roz Fitzgerald (02) 5124 5401 roz.fitzgerald@act.gov.au

**Canberra Institute of Technology**

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

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

**CIT - Canberra Institute of Technology**

**Corporate Services**

**Business Support**

**Business Support Manager**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 14420, 54730)**

Gazetted: 04 March 2021

Closing Date: 11 March 2021

**Details:** CIT is looking to engage suitably qualified and experienced business professionals to join the Corporate Services team in delivering key business support services for Colleges and Divisions in the delivery of vocational education and training (VET) services.

To be successful in the Business Support Manager (BSM) roles, candidates must be able to demonstrate a high level of business acumen and technical competency in finance, accounting and business management generally.

These positions are two of four in the Business Support team where collaboration, innovation and client service are the cornerstones to delivering optimal client outcomes. The ability to communicate clearly and concisely in all forms with internal and external stakeholders is essential to be effective in the role.

In addition to undertaking the various financial and management accounting tasks, a key function is to collect, analyse and report on a range of data to be used for internal and external reporting, costing, budgeting, forecasting and to inform internal decision making. Liaison with other areas within and external to the CIT Corporate Services Division is an ongoing requirement of the role. There will be the occasional requirement to provide direct technical and administrative support to other areas in peak times (e.g. for financial reporting).

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

**Eligibility/Other requirements:**

A working knowledge of other support services is required including in the areas of procurement, contract management, record keeping and general administration. High level competency in utilising financial systems and the Microsoft Office suite is essential.

Relevant post-secondary qualifications in accounting, commerce or business will be an advantage.

A driver's license is essential as regular travel between CIT campuses is required.

Membership (or progress towards membership) of a peak accounting body (e.g. CPA, IPA, ICAA) will be highly regarded.

**Notes:** An order of merit will be established from this selection process and the list may be used to fill future vacancies.

**How to Apply:** Please provide a written application of no more than five pages addressing the Selection Criteria outlined in the Position Description demonstrating with examples, your suitability to the role. Please provide with the application, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Amanda Avory-Silk (02) 6207 3171 amanda.avory-silk@cit.edu.au

**Chief Minister, Treasury and Economic Development**

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

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

**Access Canberra**

**Construction, Utilities and Environment Protection**

**Strategic Business Coordination Unit**

**Operational Policy Officer**

**Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 37912)**

Gazetted: 10 March 2021

Closing Date: 24 March 2021

**Details:** The Construction, Utilities and Environment Protection Branch in Access Canberra is looking for a motivated person to work in the Strategic Business and Coordination team. It's a busy place to be, with a strong program to improve the quality of building in the ACT. We're looking for someone who knows how to develop and implement operational policy and processes across the Branch.

In this role, you'll be doing research and analysis to assist with reviewing and implementing operational policy, programs, and legislative amendments, drafting various Ministerial responses and assisting with secretariat services on committees and boards. You'll need to collaborate and discuss with various business units within the Branch and across ACT Government, seeking out areas for improvement or change. Your knowledge of the principles of regulation and your ability to see other perspectives will help you develop and deliver operational policies.

You will have strong written and verbal communication skills and will be required to produce briefings, operational policies, correspondence, agendas, minutes and other material across the breadth of the Branch's work. You'll also have to be efficient, succinct and have good attention to detail.

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

**Eligibility/Other Requirements:** Experience with government processes and operational public policy development and delivery is desirable.

**Note:** Access Canberra operates under activity-based working (ABW) arrangements. Under ABW arrangements, officers do not have a designated workstation/desk.

**How to Apply:** Applications will be assessed against the Selection Criteria of the Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. To apply please send us a two page pitch detailing your experience and qualifications and how they make you the best person for this role, your current

curriculum vitae and contact details of at least two referees. If you wish to find out more about the position, please call the Contact Officer.

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

Contact Officer: Radmila Andric (02) 6207 4988 radmila.andric@act.gov.au

## **Commercial Services and Infrastructure**

### **ACT Insurance Authority**

#### **Executive Assistant and Office Manager**

#### **Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 33550)**

Gazetted: 09 March 2021

Closing Date: 23 March 2021

**Details:** Do you have excellent organisational skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy working in a lively team, whilst also savouring the opportunities to work autonomously? Then this may well be the perfect job for you!

The ACT Insurance Authority is looking for someone to act as in the position of Executive Assistant and Office Manager, from 29 March to 23 July with the possibility of extension and/or permanency. The successful candidate will provide confidential and effective administrative and secretarial support to the ACTIA General Manager and manage the delivery of office and corporate management functions of the Authority.

We are looking for a highly motivated individual who can demonstrate the ability to work in a team environment with limited supervision and demonstrate flexibility and willingness to learn.

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

**Notes:** This is a temporary position available for a period from 29 March to 23 July with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** If you are interested in the role, please submit a maximum of two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities listed in the Position Description, along with your curriculum vitae including details of your referees.

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

Contact Officer: Peter Osborne (02) 6205 2774 peter.osborne@act.gov.au

## **Access Canberra**

### **Engagement, Compliance and Covid-19 Response**

#### **Team Leader Parking Operations**

#### **Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 11835, several)**

Gazetted: 09 March 2021

Closing Date: 23 March 2021

**Details:** Do you have a keen interest in road and public safety? Are you willing to promote this through community engagement, education and compliance activities? Can you lead, support, and develop a team to achieve common goals? If your answer is yes to all these questions, you may be the person we are looking for.

Access Canberra Parking Operations is seeking enthusiastic and dedicated applicants to fill the role of Team Leader, Parking Operations. This role would see you leading, supporting, and developing a team of Parking Information Officers conducting field activities in accordance with Road Transport Regulation. Team Leaders are required to follow procedures, use a variety of IT software systems, complete administrative duties, and apply innovative ideas to help achieve road safety compliance. As an Authorised Officer, successful applicants will be required to identify, investigate and respond to reports of unsafe and illegal parking in the field and an office environment. Effective communication skills are required to professionally convey Access Canberra's position in relation to parking matters to, at times, agitated members of the public. High levels of emotional intelligence and resilience will be required and the promotion of both team and community safety forms a significant part of this role.

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

**Eligibility/Other Requirements:** You must be an Australian citizen or permanent Australian resident to be appointed as an Authorised Person under Road Transport Legislation. A current driver's licence is also required. You may be required to undergo a health assessment prior to employment.

**Note:** This is a temporary position available immediately for a period of 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. Selection may be based on application and referee reports only.

**How to Apply:** Please review the Position Description and job advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your Skills, Knowledge, and Behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application of no more than one page, in the form of a pitch, indicating your capacity to perform the duties and responsibilities at the specified classification and responding to the statement below. Please include contact details of at least two referees and current curriculum vitae. Outline your ability, ingenuity, experience, and qualifications and how they make you the best person for this role.

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

Contact Officer: Gregory Mirenda (02) 6207 7167 gregory.mirenda@act.gov.au

## **Economic Development**

### **Skills Canberra**

#### **VET Education Promotion and Support**

#### **Engagement and Events Team Leader**

#### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 31376)**

Gazetted: 09 March 2021

Closing Date: 23 March 2021

**Details:** Do you have a flair for events management and a passion for engaging with stakeholders?

Skills Canberra is looking for an experienced and organised engagement and events manager to lead the delivery of events including but not limited to the ACT's premier vocational education and training event, the ACT Training Awards.

In this role you will need strong communication and administrative skills, as well as an ability to undertake multiple tasks under varying deadlines.

You will also need to demonstrate a history of developing productive working relationships with internal and external stakeholders with the desire to work innovatively to achieve results, providing communications and events advice to Directorate line areas and management.

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

**Notes:** This is a temporary position available immediately until 11 February 2022. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will operate in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

**How to Apply:** Please provide a supporting statement of no more than three pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description, and your curriculum vitae.

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

Contact Officer: Alison Oakleigh (02) 6207 0803 Alison.Oakleigh@act.gov.au

## **Digital, Data and Technology Solutions**

### **Technology Services Branch**

#### **Network Communications Services**

#### **ICT Facilities Officer**

#### **Information Technology Officer Class 1 \$71,004 - \$80,826, Canberra (PN: 30512, several)**

Gazetted: 09 March 2021

Closing Date: 23 March 2021

Details: There are two positions available for ICT Facilities Officers. Knowledge of both Data Centre operation and communication facilities or the ability to learn is required. The successful applicants will be expected to work with general ICT Facilities, UPS equipment, data cabling and administrative tasks. A desire to work in an Information Technology environment would be considered favourably.

**Eligibility/Other Requirements:** Current driver's licence. Eligibility for an NV1 clearance is essential.

**Note:** These are temporary positions available until the 30 August 2021 with the possibility of permanency.

**How to Apply:** An application of one to two pages addressing the job description is required. A curriculum vitae will also be required with two nominated referees.

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

Contact Officer: Michael Hutterer (02) 6207 6972 michael.hutterer@act.gov.au

### **Office of the Under Treasurer**

#### **Business Development and Engagement**

##### **Business Development and Engagement Officer**

##### **Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 40764)**

Gazetted: 05 March 2021

Closing Date: 12 March 2021

**Details:** We are looking for an enthusiastic and organised Business Development and Engagement Officer to join our team. You will be responsible for coordinating and managing online collaboration content, assisting with in-house events and working with a variety of stakeholders across the organisation in the delivery of staff and customer focused communications.

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

**Eligibility/Other requirements:** Experience in a similar role is highly desirable.

**How to Apply:** Please supply a written application of no more than two pages, addressing the Selection Criteria, including the Professional/Technical skills and Behavioural Capabilities located in the Position Description. Along with a current curriculum vitae including two professional referees.

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

Contact Officer: Joanna Lewis (02) 6207 5507 joanna.lewis@act.gov.au

### **Data, Digital and Technology Services**

#### **Customer Engagement Services Branch**

##### **Service Development Manager**

##### **Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 14537)**

Gazetted: 05 March 2021

Closing Date: 19 March 2021

**Details:** The Service Management team in the Customer Engagement Services Branch is on the hunt for a highly motivated, service focused individual to work on the defining of ICT services.

The successful applicant will have an eye for detail, outstanding verbal and written communication skills, and the ability to get inside the heads of both our customers and service owners (internal and external). Experience with Microsoft Visio and an understanding of financial principals would be a plus.

Working closely with service owners across Data, Digital and Technology Services you will:

Document the end to end lifecycle for all ICT services, including the resourcing required to deliver each service to feed into cost modelling

Facilitate and manage the Services Working Group which is primarily focused on reviewing, agreeing to and then making recommendations on services to the Executive Team for endorsement

Develop process documentation, maps and associated internal service documentation

Produce service descriptions, FAQs, and other supporting documents for the new and improved service catalogue on the website, and

Establish and review Service Agreements.

This work is an important step towards building a 'service first' culture. It's a shift from managing tech to delivering value through services that are designed to meet our customers' business objectives.

In a nutshell, it's about putting the 'service' in Service Management. The outputs of Service Development are clearly documented inputs and outputs of all ICT services, defined roles and responsibilities of internal operations teams in the end to end service delivery, support and maintenance, as well as clearly defined and business focused customer facing information for all ICT services.

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

**Note:** This is a temporary position available immediately for a period of five months with possibility of extension or permanency. An order of merit or 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:** If you think you are the person for the job, can you please send the contact officer your curriculum vitae along with a one-two page pitch, addressing the Professional Skills and Knowledge detailed in the Position Description. Please also include detail on why you would like to undertake the role, and how you would make a positive impact in the role.

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

Contact Officer: Melanie Hobbs (02) 6207 1281 [melanie.hobbs@act.gov.au](mailto:melanie.hobbs@act.gov.au)

## **Economic Development**

### **Skills Canberra**

#### **VET Education Promotion and Support**

##### **Field Officer Team Leader**

##### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 25196)**

Gazetted: 05 March 2021

Closing Date: 19 March 2021

**Details:** Skills Canberra is seeking a highly motivated and enthusiastic Field Officer Team Leader.

This customer-centric leader will manage workflow, provide advice and resolve complex enquiries and issues, conduct investigations associated with the Field Officer program and coordinate responses to queries from stakeholders.

The successful candidate will lead a small team who engage with Australian Apprentices, registered training organisations, schools and businesses across the ACT, facilitating linkages between ACT Government and relevant vocational education and training stakeholders. As a team leader you will need to have excellent communication skills and the ability to work with people across different levels. You will contribute to the development, review, testing and implementation of new systems, processes and procedures in relation to the field officer program. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Note:** This is a temporary position available immediately from 12 April 2021 until 18 July 2021 with the possibility of extension up to 12 months. 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. This position is in an activity based workplace (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

**How to Apply:** Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Selection Criteria outlined in the Position Description; and your curriculum vitae with the contact details of two referees. For more information about this position please contact the Contact Officer.

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

Contact Officer: Alison Oakleigh (02) 6207 0803 [alison.oakleigh@act.gov.au](mailto:alison.oakleigh@act.gov.au)

## **Shared Services**

### **Finance Operations**

#### **Debt Management**

##### **Senior Debt Management Officer**

##### **Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 50725, several)**

Gazetted: 04 March 2021

Closing Date: 11 March 2021

**Details:** As a Senior Debt Management Officer you will perform many of the same duties as a Debt Management Officer but are distinguished by lead responsibilities and by a high level of technical knowledge. You will assist with difficult and complex accounts and situations, utilizing your knowledge of government rules, regulations, guidelines and procedures.

**Eligibility/Other requirements:** To be successful in this role you will be an experienced Debt Management Officer in the recovery of Shared Services managed debt. You will be comfortable working in an ever changing environment with competing demands and changing priorities.

Demonstrated experience in ACT Government Debt Management functions.

Demonstrated knowledge of the regulatory environment e.g. Privacy Principles, ASIC/ACCC Debt Collection Guidelines, Hardship / Vulnerability Assessments.

Demonstrated experience of Oracle / Collexus.

You will have great communication skills, excellent attention to detail and the experience to deliver with minimal supervision.

**Notes:** These are temporary positions available immediately until 17 September 2021 with the possibility extension and/or permanency. Selection may be based on application and referee reports only.

**How to Apply:** Simply submit your application attaching your curriculum vitae highlighting how your skills and experience match the position.

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

Contact Officer: Robert Miller (02) 6207 8119 robert.miller@act.gov.au

## **Data, Digital and Technology Services**

### **Customer Engagement Services**

#### **Digital Services**

##### **Digital Content Officer**

##### **Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 23213)**

Gazetted: 04 March 2021

Closing Date: 18 March 2021

**Details:** Service Management, Customer Engagement Services Branch in Data, Digital and Technology Solutions (DDTS) is passionate about innovation and improving service delivery across the ACT Government to enhance the customer experience. We're looking for a like-minded person to join our team as Digital Content Officer.

You will make your mark assisting the Digital Content Supervisor with the development and maintenance of the Data, Digital and Technology Solutions, and Commercial Services and Infrastructure Group (CSIG) website and accompanying service catalogue and knowledge management tools. Showing a commitment to best practice knowledge base development and management you will play an important role in the review and publication of important service, process and policy based documentation. Sound communication skills with attention to detail and the ability to create customer focused content is a must. To be successful in this role, you will be someone who takes a collaborative approach to your work with consideration for the bigger picture, ensuring alignment to the broader DDTS and CSIG strategy and contribute to the broader teams' objectives.

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

**Eligibility/Other Requirements:** Current Baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

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

**How to Apply:** Your suitability for this position will be assessed based on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities of the role as outlined in the Position Description. Please send us your curriculum vitae and a one to two-page pitch outlining why you think you're the best person for the job.

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

Contact Officer: Alexandra Jones (02) 6207 5612 alexandra.jones@act.gov.au

**Workforce Capability and Governance Division**

**Workforce Strategy and Capability**

**Workforce Inclusion and Graduate Programs**

**Assistant Director- Workforce Policy and Programs**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 16895)**

Gazetted: 09 March 2021

Closing Date: 23 March 2021

Details: Would you like to be part of making the ACT Public Service even more diverse and inclusive? The Workforce Strategy and Capability (formerly Public Sector Management) branch is seeking an experienced high performer to:

develop and implement strategies and plans to achieve Whole of Government targets for employment for People with Disability and Aboriginal and Torres Strait Islander peoples and other groups.

form effective working relationships with other ACTPS staff to develop innovative recruitment, development, and retention strategies; and

undertake project work on workforce recruitment and retention initiatives that increase the potential pool of candidates for positions at all levels within the ACTPS.

This role will be instrumental in ensuring the ACTPS is a diverse and inclusive organisation into the future. You will be working with a small team to develop workforce strategies through deep listening and consultation with internal and external stakeholders.

*Who we are looking for:*

We seek a high performer with a professional background in strategic Human Resources. This role would be ideal for a person who is already experienced in HR strategy and wishes to gain the perspective of working in a central government agency.

The successful candidate will be the kind of person who is excited to break new ground and question the way things have always been done. They will be able to operate well under the pressure of tight deadlines, in a supportive working environment that is often characterised by complexity and change.

*A bit more about our Division:*

Workforce Capability and Governance (WCAG) Division provides strategic advice to the ACT Government on public sector employment; supports good governance in the public sector by developing effective policy, legislative and industrial frameworks; provides strategic workforce planning and support to public sector agencies; and provides advice and support to the Head of Service, the Strategic Board and its sub-committees.

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 until 30 June 2021. This position is available to ACT Government officers and employees only.

How to Apply: Depending on application pool, the chair may choose to complete this recruitment activity through panel assessment of candidate- submitted documentation without interview. Please provide your current curriculum vitae and a one-page statement addressing the attached Selection Criteria. Full details of this position including Selection Criteria are included in the attached Position Description.

Applications should be sent to the Contact Officer.

Contact Officer: Lowri Grice (02) 6205 7258 [Lowri.Grice@act.gov.au](mailto:Lowri.Grice@act.gov.au)

**Access Canberra**

**Licensing and Registrations**

**Business Support Team**

**Manager, Business Support Team**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 20042)**

Gazetted: 04 March 2021

Closing Date: 18 March 2021

Details: Do you strive for excellence in a busy and time sensitive work role? Are you a good manager and a strong leader of people? The Business Support and Training team within Access Canberra is seeking a motivated and high achieving person to fill the role of Manager of the team.

The team provides operational support to Access Canberra operational teams, customer service centres teams and external users of the [rego.act](http://rego.act) business IT system. This is a great opportunity to work in and lead a high-pressured



team that focuses on high attention to detail and the ability to handle competing priorities. Knowledge of the rego.act system will be highly advantageous in this role.

The team is also responsible for providing:

business system training

updates to Road Transport specific policy and procedure

updates to the Access Canberra website for Road Transport related transactions

communicating changes to all rego.act stakeholders

contributing to rego.act enhancements

We are looking for a hardworking, enthusiastic and motivated person to fill the role of Business Support and Training Manager. The role involves the day to day management of the team, providing high level advice on the delivery of road transport related functions of Access Canberra, investigating and providing solutions to rectify system issues.

If you think you have what it takes to bring strong leadership and good quality management to a high performing team, then we would like to hear from you.

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

**Note:** This is a temporary position available from March 2021 for up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk

**How to Apply:** Applicants for this position should complete a "pitch" of no more than two-pages addressing your claims in respect of the above duties and your suitability for this position will be assessed in three key areas: Skills – the skills you have, based on your qualifications and previous experience, to fulfil the duties/responsibilities of the role

Knowledge – the knowledge you have, based on your qualification and experience, that will enable you to perform the duties/responsibilities of the role to a high standard

Behaviour – how well you will fit into the team, Division, Access Canberra and ACT Government based on the ACT Government Signature Values and Behaviours and the Access Canberra Culture described in the Division Overview. In your two page pitch, detail your greatest achievements(s) in the last five years and how they relate to this position and its duties.

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

Contact Officer: Richard Forshaw (02) 6205 0345 richard.forshaw@act.gov.au

### **Executive Branch Manager, Whole of Government Workforce Strategy and Capability**

**Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E490)**

Gazetted: 04 March 2021

Closing Date: 11 March 2021

**Details:** Workforce Capability and Governance Division from within the Chief Minister, Treasury and Economic Development Directorate is seeking expressions of interest from suitably qualified applicants for the temporary vacancy of Executive Branch Manager, Whole of Government Workforce Strategy and Capability.

The Executive Branch Manager role has responsibility for:

collaboratively designing, developing and implementing the whole of service workforce transformation agenda, including the workforce strategies, policy and programs to deliver a more agile, responsive and innovative public service;

developing and implementing strategic workforce projects that to provide leadership, innovation and expertise on issues relating to public sector culture, change and transformation, employee experience, attraction and retention, future of work, capability and talent; and

leading and managing the branch including teams responsible for whole of service leadership, management, talent and learning strategy, graduate and entry employment programs, flexible and activity-based work, workforce strategy and planning, diversity and inclusion, performance frameworks, workforce transformation and analytics.

The successful applicant will have sound understanding and experience in developing and implementing strategic workforce projects and policy, strong communication and leadership capabilities, expertise in contemporary workforce issues and protocols, and the ability to confidently lead a team to provide strategic and timely advice on

workforce related matters to the Deputy Director General Workforce Capability and Governance, Head of Service and Chief Minister.

**Contract:** The successful applicant will be engaged under a performance based contract for a period of up to six months with the possibility of extension of up to 9 months.

**How to Apply:** Interested candidates are requested to submit an application of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees.

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

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

**Contact Officer:** Dr Damian West (02) 6207 5397 or 0408 094 693 [damian.west@act.gov.au](mailto:damian.west@act.gov.au)

## **Community Services**

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

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

### **People Management Branch**

#### **Training Team Systems**

##### **Digital Media Developer**

##### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 03518)**

Gazetted: 10 March 2021

Closing Date: 24 March 2021

Details: The Community Services Directorate's Training Team Systems is responsible for the research, development, and design of e-Learning and blended learning for the Community Services Directorate (CSD), ACTGOV and for various NGOs supporting Government initiatives.

The Training Systems Team is looking to hire a skilled and enthusiastic individual to be part of our dynamic team. This individual will bring innovation, creativity, and artistic design to the development and delivery of engaging and innovative e-Learning products. They will be able to confidently use e-Learning development programs such as Articulate 360, Adobe Suite, Vyond (and other animation creating programs) and be able to learn 3D and Virtual Reality capture and creation using programs such as CenarioVR.

The successful candidate will be able to work collaboratively across the directorate and the broader ACT government; to research develop and design engaging, creative, and interactive e-Learning modules to support CSD's Strategic Plan; engage with stakeholders to provide design support for communications and engagement strategies and campaigns and for directorate projects, services and initiatives.

The successful candidate will have experience in administering LMS programs, such as Capabiliti and will be confident in managing technical and user enquiries from staff and managers needing assistance.

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 qualifications and experience:**

This position does not require a Working with Vulnerable People Check.

##### **Desirable, but not essential, qualifications and experience:**

Experience using a variety of digital audio-visual equipment and technology to capture and produce high quality tutorial content and public facing promotional content.

Experience in 3D Virtual Reality Capture and the use of 3D VR authoring software, such as Unreal Engine, Cenario VR or similar 3D/Virtual Reality authoring applications.

Familiarity with Articulate 360 and/or Adobe Captivate.

Experience using Adobe Creative Suite, including HTML skills and web design.

Qualifications in adult education such as a Certificate IV in Training and Assessment are desirable.

Experience with the administration functions of Learning Management Systems such as Capability or HRIMS.

Background in Graphic Design.

Experience in Web design, HTML, CSS3 and skills in responsive web development and design.

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

Current and former ADF members are encouraged to apply.

**How to Apply:** Please submit a response which addresses the Selection Criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees. The relevant skills and details of the role can be found in the attached Position Description.

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

Contact Officer: Matthew Pickering (02) 6205 3930 matthew.pickering@act.gov.au

## People Management

### Training Team Systems

#### Digital Support Officer

#### Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 03152)

Gazetted: 10 March 2021

Closing Date: 24 March 2021

Details: The Community Services Directorate's Training Team Systems is responsible for the research, development, and design of e-Learning and blended learning for the Community Services Directorate (CSD), ACTGOV and for various NGOs supporting Government initiatives.

The Training Systems Team is looking to hire a skilled and enthusiastic individual to be part of our dynamic team. This individual will bring innovation, creativity, and artistic design to the development and delivery of engaging and innovative e-Learning products. They will be able to confidently use e-Learning development programs such as Articulate 360, Adobe Suite, Vyond (and other animation creating programs) and be able to learn 3D and Virtual Reality capture and creation using programs such as CenarioVR.

The successful candidate will be able to work collaboratively across the directorate and the broader ACT government; to research develop and design engaging, creative, and interactive e-Learning modules to support CSD's Strategic Plan; engage with stakeholders to provide design support for communications and engagement strategies and campaigns and for directorate projects, services and initiatives.

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 qualifications and experience:**

This position does not require a Working with Vulnerable People Check.

##### **Desirable, but not essential, qualifications and experience:**

Qualifications in adult education such as a Certificate IV in Training and Assessment are desirable.

Experience using Adobe Suite, Vyond, Doodly or other design and animation programs.

Experience in 3D Virtual Reality Capture and the use of 3D VR authoring software, such as CenarioVR or Unreal Engine.

Background in Graphic Design.

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

Current and former ADF members are encouraged to apply.

**How to Apply:** Please submit a response which addresses the Selection Criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees. The relevant skills and details of the role can be found in the attached Position Description.

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

Contact Officer: Matthew Pickering (02) 6205 3930 matthew.pickering@act.gov.au

**Office of the Coordinator-General for Family Safety**

**Executive Branch Manager, Family Safety**

**Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1127)**

Gazetted: 10 March 2021

Closing Date: 17 March 2021

**Details:** The Community Services Directorate has an exciting opportunity to join the Family Safety Branch for a temporary opportunity.

The Office of the Coordinator-General for Family Safety supports the Coordinator General. The Office leads and improves an informed, capable, and connected response to address domestic and family violence in the ACT. The Office provides strategic leadership coordination, policy analysis and innovation expertise to drive cultural change and system reform. The role of the Office includes developing new and sustainable ways of working across government and community that focuses on intervening earlier, reducing barriers to access, joining up and integrating services, responding to diverse needs, maximising collective impact and holding perpetrators to account.

The Executive Branch Manager, Office of the Coordinator-General for Family Safety will support and represent the Coordinator-General for Family Safety, liaising with government and non-government stakeholders to ensure effective consultation and engagement processes are in place. The Executive Branch Manager will also provide strategic policy advice to inform office priorities; have oversight of the Office's responsibilities for ACT reporting on implementation of agreed recommendations and strategies, including national commitments; and develop key whole of government outcomes to drive cultural change.

To be successful in this role, you will have extensive experience human services service delivery and program management and an understanding of the relationships between the Directorate, Government, portfolio Ministers and community agencies and peak bodies. You will also be able to demonstrate superior management and leadership capabilities and the ability to think strategically as well as excellent interpersonal, organisational and communication skills.

**Note:** This vacancy is for a 3 month period with the possibility of extension up to 9 months, or pending the recruitment of the outcome of the long-term advertising.

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

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

**How to Apply:** Please submit a two page expression of interest detailing your skills and experience along with your curriculum vitae and the contact details of at least two referees.

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

**Contact Officer:** Kirsty Windeyer (02) 6207 6213 [kirsty.windeyer@act.gov.au](mailto:kirsty.windeyer@act.gov.au)

**Cultural Facilities Corporation**

**ACT Historic Places**

**Gardener**

**General Service Officer Level 5 \$57,359 - \$60,382, Canberra (PN: 43551)**

Gazetted: 09 March 2021

Closing Date: 24 March 2021

Details:

ACT Historic Places is seeking applications from an experienced and enthusiastic Gardener to help maintain the historic gardens and grounds at Lanyon Homestead, Mugga-Mugga Cottage and Calthorpes' House to reflect the cultural significance and to support visitor experiences and activities across these three places. Your varied role will include the full range of horticultural skills and use of gardening/landscaping equipment. The position reports to the Team Leader, Horticultural Services and will be part of a small horticultural team.

As well as practical gardening experience, the successful applicant will need to demonstrate passion, knowledge and experience in the field of horticulture and an understanding of historic gardens. Key areas of responsibility include assisting with the maintenance of all aspects of the garden, landscape renovation programs and minor infrastructure repair works. Assistance to visitors, answering queries and ensuring that the garden remains safe and accessible for our visitors.

ACT Historic Places manages the three historical properties of Lanyon, Calthorpes' House and Mugga - Mugga. We deliver diverse cultural experiences to our community through exhibitions, public and educational programs and the collection, conservation and presentation of the cultural heritage and social history of our region. ACT Historic Places is part of the Cultural Facilities Corporation an ACT Government Enterprise.

**Eligibility/Other Requirements:**

Horticultural Diploma/Certificate or equivalent

Current manual driver's licence

Plant Operator Certificate (tractor and hand-held equipment) (or willingness to obtain one)

ChemCert Card (or willingness to obtain one)

First Aid Certificate (or willingness to obtain one)

**How to Apply:**

Applicants must submit a curriculum vitae and a written response to the Selection Criteria.

***Applications should be submitted via the Apply Now Button Below***

Contact Officer: Neil Walsh 0409 485 003 [neil.walsh@act.gov.au](mailto:neil.walsh@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](mailto:jobs@act.gov.au)**

### **School Performance and Improvement**

#### **Belconnen Network**

##### **Melba Copland Secondary School**

##### **Teacher - Industrial Technology and Design (Woodwork and Metalwork)**

**Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 35153)**

Gazetted: 10 March 2021

Closing Date: 24 March 2021

Details: Melba Copland School is seeking a permanent Industrial Technology and Design teacher to join our high school campus team. This position requires innovative and engaging pedagogy to teach Design and Technology (woodwork and metal work with IT being highly desirable). The successful applicant will work in a highly supportive teaching environment and have access to Trade Training Centre equipment for both woodwork, metalwork and Design.

**Eligibility/Other Requirements:**

A background in VET or a willingness to complete a Certificate 4 in Training and Assessment would be highly desirable.

**Your skills and experience**

Qualifications and/or significant experience in teaching Technology (Woodwork/Metalwork).

Demonstrated ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.

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

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

**Requirements for employment**

A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification

To be eligible for Professional Teacher registration with the ACT Teacher Quality Institute prior to commencing employment

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

Australian citizenship and/or permanent residency status

**How to Apply:** You are invited to apply now even if you are not currently eligible, noting that you must meet all the above requirements before commencing in a teaching position.

The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers.

Your two-page statement does not need to address each individual standard above, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

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

Contact Officer: Kerrie Heath (02) 6142 0333 [kerrie.heath@ed.act.edu.au](mailto:kerrie.heath@ed.act.edu.au)

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

#### **Service Design and Delivery**

#### **Student Engagement**

#### **Flexible Education**

#### **Wellbeing and Engagement Coordinator**

#### **School Leader C \$126,542, Canberra (PN: 48597)**

Gazetted: 09 March 2021

Closing Date: 26 March 2021

Details:

The Education Directorate is seeking a highly motivated, well organised person to join the dynamic Student Engagement Branch to support the wellbeing and engagement of Aboriginal and Torres Strait Islander students in ACT public schools.

Eligibility/Other Requirements:

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

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

Drivers licence and use of own vehicle for work purposes

Note:

This is a temporary position available immediately until 30 June with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply:

Applicants are to provide a curriculum vitae, statement of claims based on the Leadership Capabilities outlined in the Position Description (maximum five pages) and two referees.

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

Contact Officer: Beth Craddy (02) 6205 9195 [Beth.Craddy@act.gov.au](mailto:Beth.Craddy@act.gov.au)

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

#### **School Performance and Improvement**

#### **North/Gungahlin Network**

#### **Harrison School**

#### **Executive Assistant**

**Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 50576)**

Gazetted: 09 March 2021

Closing Date: 16 March 2021

**Details:** Harrison School is seeking a highly motivated person to undertake the position of Executive Assistant to the Principal's and Corporate Manager. Harrison School is a dynamic and complex Preschool to Year 10 school. The successful applicant will have proven excellence in customer service and demonstrated high level competence in time management, managing and prioritising administrative tasks and be highly proficient in the use of a variety of computer applications. This position involves the officer to provide administrative support in Timetabler solution, Sentral programs. The Officer needs to be able to work independently and collaboratively with staff.

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

**Note:** This is a temporary position available from 1 April 2021 until 17 September 2021 with the possibility of permanency. Selection may be based on application and referee reports only.

**How to Apply:** Please provide a response to the Selection Criteria, a current curriculum vitae and two referee reports supporting claims against the selection criteria.

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

Contact Officer: Debbie Carne (02) 614 22200 [debbie.carne@ed.act.edu.au](mailto:debbie.carne@ed.act.edu.au)

**School Performance and Improvement**

**Tuggeranong**

**Theodore Primary School**

**Building Service Officer**

**Building Service Officer 3 \$70,534 - \$74,533, Canberra (PN: 45271)**

Gazetted: 09 March 2021

Closing Date: 16 March 2021

**Details:** Theodore Primary School is seeking a highly enthusiastic and energetic person with a broad set of skills for the position of Building Services Officer. The successful applicant will maintain school buildings and grounds in a clean and tidy condition with a regard to safety and security hazards; complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives.

**Eligibility/Other requirements:**

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

Asbestos awareness card - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to:

[http://www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety).

Mandatory Training in other WHS procedures may be required during employment: for example, Working at Heights, Sharps.

An industry recognised trade qualification or equivalent work experience is highly desirable.

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

**How to Apply:** Please provide a copy of your current curriculum vitae and address the Selection Criteria located in the Position Description accordingly. Please also provide the name and contact details of two referees when submitting your application.

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

Contact Officer: Rose Rodriguez (02) 6142 3101 [rose.rodriguez@ed.act.edu.au](mailto:rose.rodriguez@ed.act.edu.au)

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

**School Improvement and Performance Division**

**North and Gungahlin Network**

**Gungahlin College**

**Information Technology Officer**

**Information Technology Officer Class 1 \$71,004 - \$80,826, Canberra (PN: 21057)**

Gazetted: 09 March 2021

Closing Date: 23 March 2021

**Details:** An exciting opportunity exists at Gungahlin College to support, develop and improve Information and Communications Technology (ICT) across the site. The successful applicant will provide technical assistance to students and staff daily, contribute to planning ICT operations and strategy across the school, and be responsible for relevant maintenance and acquisitions. This position will work under the direction of the Information Technology Officer Class 2 and Business Manager and be an integral part of the ICT operations and strategic teams.

**Note:** This is a temporary position available immediately for a period of 12 months with the possibility of permanency.

**How to Apply:** Applicants must submit a current curriculum vitae and written response to the Selection Criteria.

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

Contact Officer: Chantelle Lawson (02) 614 21000 chantelle.lawson@ed.act.edu.au

**School Improvement**

**Gungahlin**

**Harrison School**

**School Leader C Languages (English, French, Italian, Japanese) and LSU**

**School Leader C \$126,542, Canberra (PN: 20499)**

Gazetted: 05 March 2021

Closing Date: 19 March 2021

**Details:** Harrison School is seeking a dynamic person to Lead the Languages (English, French, Japanese and Italian) and LSU Teaching and Learning Teams. The role encompasses leading collaborative teams and managing project specific resources to achieve optimal social and educational outcomes and ongoing learning support for all students.

**How to Apply:** Applicants need to submit an expression of interest comprising a current curriculum vitae a supporting statement (two pages). The supporting statement should address the capabilities listed below and be written with a focus on the job description specified for the position.

Leading teaching and learning

Developing self and others

Leading improvement, innovation and change

Leading the management of the school

Engaging and working with the community

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

Contact Officer: Jacqui Ford (02) 6142 2200 jacqui.ford@ed.act.edu.au

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

**School Performance and Improvement**

**Tuggeranong Network**

**Lanyon High School**

**Rolls Officer / Timetable Coordinator**

**Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 47784)**

Gazetted: 05 March 2021

Closing Date: 19 March 2021

**Details:** Lanyon High School is seeking a highly experienced, energetic, organised and self-motivated officer to undertake the duties of Rolls officer/Timetable Coordinator.

The successful applicant will possess excellent organisational, communication and customer service skills and will have the ability to work independently within a dynamic work environment with competing demands. The successful applicant will effectively and accurately enter data, produce records/reports, provide administrative



support to staff, coordinate the roles of timetabling, assessment and reporting whilst using a variety of computer programs. High level interpersonal skills will enable productive and supportive liaison with students, families and staff. The successful applicant will be an integral and flexible part of a collaborative administrative team.

**Eligibility/Other requirements:**

The role is required to work during stand down periods between school terms to undertake duties as directed, for example, records management, program preparation. This will be subject to negotiation with the principal.

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

**Desirable:**

Knowledge of office practices and procedures.

Knowledge of Sentral, Timetabling Solutions and Microsoft Office packages.

First Aid qualification.

Experience in a high school environment.

**Notes:** This is a temporary position available from 19th April 2021 for a period of 6 months with the possibility of extension and/or permanency. Selection may be based on application, resume and referee reports only.

**How to Apply:** Interested applicants are encouraged to contact the contact officer prior to submitting an application. Applicants should submit a response to each Selection Criteria which outlines skills and experience relevant to the position. Applicants should submit a current curriculum vitae and two referee reports.

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

Contact Officer: Jade Uttley (02) 6142 1802 [jade.uttley@ed.act.edu.au](mailto:jade.uttley@ed.act.edu.au)

## **School Performance and Improvement**

### **Tuggeranong Network**

#### **Lanyon High School**

##### **Executive Assistant / Staffing Officer**

##### **Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 42711)**

Gazetted: 05 March 2021

Closing Date: 19 March 2021

**Details:** Lanyon High School is seeking a highly experienced, energetic, organised and self-motivated officer to undertake the duties of Executive Assistant and Staffing Officer.

The successful applicant will work closely with the Principal, Deputy Principal, Business Manager and the school Executive team undertaking various administrative duties. The successful applicant will possess excellent organisational, communication and customer service skills and will have the ability to work independently within a dynamic work environment with competing demands. The successful applicant will effectively and accurately enter data, produce records/reports and provide administrative support to staff. High level interpersonal skills will enable productive and supportive liaison with students, families and staff. The successful applicant will be an integral and flexible part of a collaborative administrative team.

**Eligibility/Other requirements:**

The role is required to work during stand down periods between school terms to undertake duties as directed, for example, records management, program preparation. This will be subject to negotiation with the principal.

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

**Desirable:**

Certificate III or equivalent e.g. Business Administration (Education), Education Support, Government (School Support Services).

Knowledge of office practices and procedures.

Knowledge of Sentral, Timetabling Solutions and Microsoft Office packages.

First Aid qualification.

Experience in a high school environment.

**Notes:** This is a temporary position available from 19 April 2021 for a period of 6 months with the possibility of extension and/or permanency. Selection may be based on application, resume and referee reports only.

**How to Apply:** Interested applicants are encouraged to contact the contact officer prior to submitting an application. Applicants should submit a response to each Selection Criteria located in the Position Description

which outlines skills and experience relevant to the position. Applicants should submit a current curriculum vitae and two referee reports.

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

Contact Officer: Barbara Monsma (02) 6142 1800 [barbara.monsma@ed.act.edu.au](mailto:barbara.monsma@ed.act.edu.au)

## **School Performance and Improvement**

### **North and Gungahlin Network**

#### **Gungahlin College**

##### **Defence School Mentor**

##### **School Assistant 2 \$49,516 - \$54,675, Canberra (PN: 33958)**

Gazetted: 05 March 2021

Closing Date: 19 March 2021

**Details:** An opportunity exists at Gungahlin College for a Defence School Mentor (DSM). The successful occupant of this position will provide support and develop a range of activities for Australian Defence Force (ADF) students and their families at the College. This position works closely with the other specialist support staff, within the Student Wellbeing section, under the direction of the Director of Student Wellbeing and the Business Manager.

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

**How to Apply:** Please submit your application, including a statement addressing the Selection Criteria along with a curriculum vitae.

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

Contact Officer: Chantelle Lawson (02) 614 21000 [chantelle.lawson@ed.act.edu.au](mailto:chantelle.lawson@ed.act.edu.au)

## **Office for Schools**

### **Belconnen**

#### **Hawker College**

##### **Business and Facilities Manager**

##### **Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 39400)**

Gazetted: 04 March 2021

Closing Date: 11 March 2021

**Details:** Hawker College is an ACT Government Senior Secondary College (Year11/12) of around 550 students, situated in a quiet and beautiful environment in Hawker. We are fortunate as a school community, our staff and students consider Hawker College a safe, happy and productive place to learn and work.

As a well-established college of with excellent facilities and highly skilled staff, we offer a diverse curriculum allowing students to structure their learning program to suit individual needs. Leadership, creativity, critical thinking, communication and collaboration are prioritised through many opportunities to connect knowledge and skills in the curriculum with the world, and for students to be active agents in their own learning.

An opportunity exists to join the leadership team at Hawker College. This position contributes to the strategic direction and planning of the College and plays an active role on the school leadership team while also managing school facilities and ensuring financial management and reporting compliance. An ability to think critically and strategically will be vital in providing informed advice to the principal to minimise risks, interpreting and ensuring compliance with legislative, policy and regulatory frameworks and providing advice and offering solutions on business operations. The successful applicant will be responsible for managing and developing approximately 15 support staff and will have considerable relational leadership skills, and a thorough knowledge of best practice and procedure in staffing and human resources.

##### **Eligibility/Other requirements:**

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

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

A First Aid Certificate or a willingness to undertake appropriate training.

**Notes:** This is a temporary position available until the end of June 2021 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

**How to Apply:** Please prepare a statement of claims of no more than three pages (minimum font size 11) in response to the five Selection Criteria located in the Position Description. Along with your curriculum vitae and names and details of two referee's.

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

Contact Officer: Andy Mison (02) 6142 0355 andy.mison@ed.act.edu.au

## Teaching and Learning

### Belconnen

#### Canberra High School

#### SLC English Faculty - Canberra High School

#### School Leader C \$126,542, Canberra (PN: 03633)

Gazetted: 04 March 2021

Closing Date: 18 March 2021

**Details:** Be an instructional leader of a dynamic English Faculty

Lead the embedment of challenging and innovative curriculum programs and pedagogy using reflective practices

Support the Leadership Team to actively develop and achieve whole school strategic goals

Establish and model highly effective, respectful, and nurturing relationships with all members of the school community including staff, parents, students, and external providers

Strategically lead whole school responsibilities with initiative and with the school values in mind. These include leadership of the Literacy Action Team, EALD teachers, and the overseeing and support of pre-service teachers and new educators.

Maintain and manage the English budgets, resources, and staffing.

#### **Eligibility/Other requirements:**

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

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

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

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

**Notes:** The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

**How to Apply:** Please submit your curriculum vitae, statement of claims based on the five Leadership Capabilities outlined in the Position Description (maximum five pages) and Application Coversheet with two referees.

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

Contact Officer: Samara Chisholm (02) 6142 0800 samara.chisholm@ed.act.edu.au

## Business Services

### School Cleaning Services

#### Cleaning Services Officer 3 - Supervisor

#### Cleaning Services Officer 3 \$54,295 - \$56,505, Canberra (PN: 56393, several)

Gazetted: 05 March 2021

Closing Date: 19 March 2021

**Details:** The Education Directorate School Cleaning Service is looking for enthusiastic and dedicated Supervisors to join the ACT Government Public Schools' cleaning workforce. Supervisory positions support cleaning staff located at public schools across each of Canberra's four school networks. Supervisors will typically be required to work full time shifts between the hours of 10am and 10pm on weekdays, but work outside of these hours and weekend work may also be required.

If you are interested in joining a dynamic team with the important task of keeping our schools clean, safe and hygienic then we'd love to hear from you.

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

**Eligibility/Other Requirements:**

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

Must possess a valid Australian driver's licence (or demonstrate the ability to obtain one) and must have a safe driving record in Australia.

**Note:** There are both full-time permanent and temporary positions available. Temporary positions are available until 30 June 2021 with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months. For further information on the ACTPS selection process refer to <https://www.jobs.act.gov.au/how-we-hire/selection-processes> . Offers of temporary employment contracts for visa holders are issued to the extent of the current visas with the possibility of extension up to a maximum of five years. Selection may be based on application and referee reports only.

**How to Apply:** The attached Position Description provides further details of the position and should be read before you submit your application.

To apply, please provide a written response no longer than two pages, to the Selection Criteria (relevant Knowledge and relevant Skills and abilities criteria) provided in the Position Description. Your response should outline your experience and how it relates to the knowledge, skills and abilities required for the job. You will also need to provide a copy of your curriculum vitae along with the names and contact numbers of two referees as part of your application. If you are selected for interview you will be required to provide at least one referee report from one of your nominated referees.

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

Contact Officer: Andrea Diaz (02) 6207 2316 [andrea.diaz@act.gov.au](mailto:andrea.diaz@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.

**Business Services**

**School Cleaning Services**

**Cleaning Services Officer 4 - Network Coordinator**

**Coordinator - Cleaning Services Officer 4 \$57,359 - \$60,382, Canberra (PN: 56397, several)**

Gazetted: 05 March 2021

Closing Date: 19 March 2021

**Details:** The Education Directorate School Cleaning Service is looking for enthusiastic and dedicated Network Coordinators to join the ACT Government Public Schools' cleaning workforce. Supervisory positions support cleaning staff located at public schools across each of Canberra's four school networks.

If you are interested in joining a dynamic team with the important task of keeping our schools clean, safe and hygienic then we'd love to hear from you.

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

**Eligibility/Other Requirements:**

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

Must possess a valid Australian driver's licence (or demonstrate the ability to obtain one) and must have a safe driving record in Australia.

**Note:** These are full-time permanent positions. Network Coordinators will typically be required to work full time shifts between the hours of 10am and 10pm on weekdays, but work outside of these hours and weekend work may also be required. An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months. For further information on the ACTPS selection process refer to <https://www.jobs.act.gov.au/how-we-hire/selection-processes>. Selection may be based on application and referee reports only.

**How to Apply:** The attached Position Description provides further details of the position and should be read before you submit your application. To apply, please provide a written response no longer than two pages, to the Selection Criteria (relevant Knowledge and relevant Skills and abilities criteria) provided in the Position Description. Your response should outline your experience and how it relates to the knowledge, skills and abilities required for the job. You will also need to provide a copy of your curriculum vitae along with the names and contact numbers of two referees as part of your application. If you are selected for interview you will be required to provide at least one referee report from one of your nominated referees.

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

Contact Officer: Andrea Diaz (02) 6207 2316 [andrea.diaz@act.gov.au](mailto:andrea.diaz@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.

### **Environment, Planning and Sustainable Development**

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

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

#### **Environment**

##### **Resilient Landscapes**

##### **ACT Natural Resource Management**

##### **NRM Aboriginal Education Program Coordinator**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 37387)**

Gazetted: 10 March 2021

Closing Date: 24 March 2021

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) is seeking a Natural Resource Management Aboriginal Education Program Coordinator to oversee the continued development and delivery of the 'Kickstart My Career Through Culture' (Kickstart) program. Kickstart offers a different type of vocational education experience to students, using culture and land management and other areas of learning as a way to re-engage both Aboriginal and non-Aboriginal students in learning, improve school attendance and retention rates, and develop future leaders in the Aboriginal and Torres Strait Islander Community. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** The successful applicant will have a demonstrated capacity to be able to deliver programs in schools with Aboriginal and Torres Strait Islander youth and their families. A recognised school teaching, or career development qualification, or experience working with at-risk youth in an education or social work setting will be viewed as an asset. 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.

**Note:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Please provide a written response to each of the selection criteria with a maximum of 350 words per Selection Criteria item and a curriculum vitae to be provided as a minimum. There is a limit of 10MB and 10 documents per application in the online application.

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

Contact Officer: Frank Garofalow (02) 6207 0497 [frank.garofalow@act.gov.au](mailto:frank.garofalow@act.gov.au)

**Environment, Water and Emissions Reduction**

**Environment, Heritage and Water**

**ACT Heritage**

**Conservation Officer**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 28313)**

Gazetted: 10 March 2021

Closing Date: 17 March 2021

**Details:** ACT Heritage, within the Environment, Planning and Sustainable Development Directorate, is looking for a suitably qualified Conservation Officer to assist ACT Heritage and the ACT Heritage Council in providing advice on the conservation and management of places and objects subject to *Heritage Act 2004* provisions, spanning historic, Aboriginal and natural heritage.

The position would suit a professional with strong experience in and knowledge of heritage conservation and management principles, and the assessment of development proposals against heritage and planning requirements. Strong project management and representation skills are required, as are excellent time management and communication skills. The successful applicant will be able to demonstrate strong teamwork skills, as well as an ability to work independently.

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

**Eligibility/Other Requirements:**

The successful candidate will ideally have qualifications and experience in heritage management, architecture, archaeology, planning, cultural geography or a related discipline.

**Notes:** This is a temporary position available immediately for three 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:** Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: Meaghan Russell (02) 6205 5497 [Meaghan.Russell@act.gov.au](mailto:Meaghan.Russell@act.gov.au)

**Environment, Water and Emissions Reduction**

**Environment, Heritage and Water**

**ACT Heritage**

**Conservation Officer (Advice)**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 13659)**

Gazetted: 10 March 2021

Closing Date: 26 March 2021

**Details:** ACT Heritage, within the Environment, Planning and Sustainable Development Directorate, is looking for a suitably qualified Conservation Officer to assist ACT Heritage and the ACT Heritage Council in providing advice on the conservation and management of places and objects subject to *Heritage Act 2004* provisions, spanning historic, Aboriginal and natural heritage.

The position would suit a professional with strong experience in and knowledge of heritage conservation and management principles, and their application in a statutory context. Strong project management and representation skills are required, as are excellent time management and communication skills. The successful applicant will be able to demonstrate strong teamwork skills, as well as an ability to work independently.

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

**Eligibility/Other Requirements:**

The successful candidate will ideally have qualifications and experience in heritage management, architecture, archaeology, planning, cultural geography or a related discipline.

**Notes:** This is a temporary position available from 22 March 2021 until the 7 January 2022 with the possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please submit a response to each Selection Criteria in the attached Position Description. Please also submit a current curriculum vitae and contact details of at least two referees.

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

Contact Officer: Meaghan Russell (02) 6205 5497 Meaghan.Russell@act.gov.au

## **Chief Operating Officer**

### **Finance information and Assets**

#### **Strategic Finance**

#### **Assistant Director - External Budgeting and Cost Recovery**

#### **Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 48201)**

Gazetted: 09 March 2021

Closing Date: 23 March 2021

Details: Strategic Finance is part of the Finance, Information and Assets (FIA) Branch within the Business Governance and Capability division of Environment, Planning and Sustainable Development Directorate (EPSDD). Strategic Finance supports the Directorate through the provision of a financial framework supported by financial reporting, accounting operations, and coordination and or input into the annual budget and estimates functions. This position will be mainly responsible for leading and deliver EPSDD's external budget process including assisting business areas to develop business cases and delivering budget papers; The position is also responsible for managing EPSDD's cost recovery process, thus requires a diversity of knowledge and skills.

We are looking for a senior professional who has strong interpersonal and people management skills, is looking to expand his/her skills-set and enjoy working in a fast-paced, high profile environment.

The successful candidate will possess the following attributes; merging leadership skills and a commitment to help and lead diverse skilled team to achieve high-quality shared outcomes; demonstrate high level computer skills including Microsoft Word/Excel and Financial Information Management System (FIMS) such as GBMS, Oracle and TM1 to undertake strategic financial analysis and reconciliations; well-developed organisational skills and communication skills, adaptability and flexibility to accommodate change and a proactive attitude. Experience of working in ACT Government external budgeting process would be highly desirable.

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

#### **Eligibility/Other Requirements:**

A relevant tertiary qualification and/or experience in a Commerce or Accounting is preferred; and Membership of CPA Australia or the Institute of Chartered Accountants in Australia (or working towards).

**Note:** A Merit Pool may be established from this selection process and will be used to fill identical vacancies over the next 12 months. This position is under activity-based working (ABW) arrangements which officers will not have a designated workstation/desk.

**How to Apply:** Please provide a written response by addressing the Selection Criteria with maximum 350 words, as well as a curriculum vitae to be provided as a minimum. Other documents might be provided at the request of the Selection Advisory Committee, for example referee reports, copies of qualifications, licences etc.

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

Contact Officer: YunX Chen (02) 6207 2941 YunX.Chen@act.gov.au

## **Justice and Community Safety**

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



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

**Executive Branch Manager, People, Culture and Training**

**Temporary Vacancy (14 April 2021 – 14 May 2021 with possible extension for a further four weeks)**

**Justice and Community Safety Directorate**

**ACT Emergency Services Agency**

**Position: E838**

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

**Circulated to: ACTPS Senior Executive List, ACTPS SOGA**

Date circulated: 8 March 2021

The Justice and Community Safety Directorate (JACS) is seeking expressions of interest for an experienced senior executive to fill the role of Executive Branch Manager, People, Culture and Training within the Emergency Services Agency commencing 14 April 2021 to 14 May 2021 with a possible extension for a further four weeks.

The Executive Branch Manager, People, Culture and Training works closely with all ESA services as part of the unified ESA Executive to ensure ESA has the appropriate people capability through its paid employees and volunteers to deliver responsive emergency services. The role also works in close consultation with the Directorate's human resource function.

Current key deliverable for this position are in the areas of ESA wellness, training and development and workforce strategies.

Eligibility/Other requirements: The position requires a person with demonstrated experience in a HR related field and requires a current Working with Vulnerable People registration. A driver's licence is essential.

To apply: Interested candidates are requested to submit an EOI of no more than two pages addressing their suitability for the position against the ACTPS Executive Capabilities, as well as a current curriculum vitae and the name and contact details of two referees to [janelle.wheatley@act.gov.au](mailto:janelle.wheatley@act.gov.au) by COB Friday 19 March 2021.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

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

Contact Officer: Georgeina Whelan, A/g ESA Commissioner (02) 6207 8383 [georgeina.whelan@act.gov.au](mailto:georgeina.whelan@act.gov.au)

**Corporate**

**People and Workplace Strategy**

**Director Safety Health and Wellbeing Team**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 11102)**

Gazetted: 10 March 2021

Closing Date: 17 March 2021

Details:

Expressions of Interest are sought from applicants interested in undertaking the role of Director, Safety Health and Wellbeing. The Director, Safety, Health and Wellbeing is responsible for providing operational assistance, advice and support across the Directorate in accordance with relevant Work, Health and Safety (WHS) legislation, codes of practice, procedures and guidelines issued under the Directorate's WHS Management System.

The successful applicant will be highly organised, self-motivated, proactive and responsive to Business Unit needs and requirements, with the ability to communicate with key stakeholders both internal and external to the Directorate.

Eligibility/Other Requirements:

Desirable - Qualifications in Work, Health and Safety with five or more years of operational experience

Desirable - Lead Auditor WHS Management Systems

Desirable – Certificate IV in Training and Assessment

Note:

This is a temporary position available early April until 24 May 2021. This position will be moving to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk. This position is available to ACT Government officers and employees only.

How to Apply:

Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two (2) pages addressing the Professional/Technical Skills and Knowledge and the Behavioural



Capabilities which can be found in the Position Description and a current curriculum vitae including the details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Tim Geoghegan (02) 6207 3985 Tim.Geoghegan@act.gov.au

## **Emergency Services Agency**

### **ACT Ambulance Service**

#### **Training**

#### **Education Officer (Clinical)**

#### **Ambulance Manager Level 2 \$136,323 - \$143,578, Canberra (PN: 24900, several)**

Gazetted: 10 March 2021

Closing Date: 24 March 2021

**Details:** The ACT Ambulance Service (ACTAS) is responsible for providing emergency and non-emergency ambulance service to the ACT community. The Education Officer (Clinical) is an integral part of the People, Culture and Training branch of the Emergency Services Agency and focusses on the professional development of ACTAS staff. You will be at the forefront of paramedic professional development and deliver a range of training and assessment services across both ACTAS and the Emergency Services Agency.

We are seeking highly motivated people who will bring enthusiasm, innovation and recent experience in the delivery clinical education. To be successful in the role, an Education Officer (Clinical) will be capable of developing new teaching products (not just rehashing old ones), be adept at the delivery of education to individuals ranging from first aid providers through to experienced Intensive Care Paramedics, possess strongly established operational skills and embody the ACTAS Leadership Framework. He or she will have a demonstrated commitment to professional development beyond in-service training and embrace reflective practice both in an operational and educational sense.

**What you will do:** Whilst support from the wider Education Team will always be available, as an Education Officer (Clinical) you may be called upon at short notice to: deliver paramedic In Service (at both Ambulance Paramedic and Intensive Care Paramedic levels); coordinate a Graduate Group; conduct scenario based training for individuals and groups ranging from Graduate Ambulance Paramedics through to Intensive Care Paramedics; participate in Authority to Practice assessments; and deliver training to groups outside of ACTAS including university students, ESA volunteers and partner agencies.

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**

Applicants must be registered with AHPRA as a paramedic (without conditions).

Applicants must hold a current Authority to Practice as an ACTAS Intensive Care Paramedic with a minimum of two years' current experience in this role.

Applicants must have relevant recent experience as an educator in an organisation engaged in the delivery of emergency ambulance (pre-hospital) services to the community.

A current class C driver's licence (or equivalent) is essential.

##### **Desirable**

Post graduate qualifications in clinical education (or equivalent) (or working to complete).

Certificate IV in Training and Assessment (TAE40116) or a relevant vocation training skill set.

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

#### **How to Apply:**

a two (2) page A4 statement addressing the Professional / Technical and Behavioural Capabilities for this position (see position description) with relevant examples aligned with the roles and responsibilities; and

a one (1) page employment history/curriculum vitae.

Applicants should note that applications must not exceed 10MB and will be acknowledged via an auto-reply notification from Shared Services if the upload is successful. Please check both inbox and spam box after submission. Postal applications will not be acknowledged.

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

Contact Officer: Greg Brown (02) 6207 8443 greg.brown@act.gov.au

**ACT Corrective Services**

**Corporate Services**

**People and Culture**

**Senior Director, People and Culture**

**Senior Officer Grade A \$151,002, Canberra (PN: 45891)**

Gazetted: 09 March 2021

Closing Date: 23 March 2021

**Details:** ACT Corrective Services (ACTCS) is seeking applications from experienced, highly motivated and suitable individuals to fill the position of Senior Director, People and Culture (SOGA).

As the Senior Director, People and Culture, you will be accountable for operational human resource functions, workplace health and safety and staff wellbeing. You will be required to work in close collaboration with internal and external agencies to maximise the effectiveness of the team and its objectives.

The role has two areas of responsibility, the operational human resource function which includes recruitment, rostering, and workers compensation; and staff wellbeing and workplace health and safety, which includes strategic coordination of staff wellbeing, injury reporting coordination and risk assessment and management.

The successful applicant will promote practices and objectives that cultivate and support a high performing organisation to increase productivity and standards. This will be achieved through sound risk management practices that support decision making, informing decision making through data management and analysis, and supporting our people so they feel empowered to collaborate and make a positive difference.

To be successful you will possess exceptional communication and interpersonal skills in addition to demonstrating strong leadership and management qualities. You will also demonstrate an ability to develop and compose complex workplace documents.

**Eligibility/Other Requirements:**

Relevant tertiary qualifications in human resources, leadership and/or management or similar are highly desirable.

The successful candidate may be required to undergo a criminal record check.

This position requires a pre-employment medical.

**How to Apply:**

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

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

Contact Officer: Deb Clayton-Baker (02) 6207 1339 [Deb.Clayton-Baker@act.gov.au](mailto:Deb.Clayton-Baker@act.gov.au)

**ACT Corrective Services**

**Office of the Commissioner**

**Ministerial Support Unit**

**Team Leader, Ministerial Support Unit**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 38296)**

Gazetted: 09 March 2021

Closing Date: 23 March 2021

**Details:** ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Team Leader, Ministerial Support Unit (SOGC), within the Office of the Commissioner.

The successful applicant will be managing a small team and the day to day operations of the Ministerial Support Unit, in close collaboration with internal and external stakeholders.

Success in this role demands a high level of written, verbal and liaison skills, and the ability to manage and coordinate a significant workload. You will be required to critically examine and maintain quality control of written documents produced by the Unit, liaise with ACTCS Executives to develop and produce reports, correspondence and briefings, provide weekly reports and undertake other duties as appropriate which contribute to the operations of ACTCS.

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

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

**Eligibility/Other Requirements:**

A working knowledge and understanding of Cabinet, Ministerial, Parliamentary and machinery of Government processes is desirable.

Relevant tertiary qualifications in a relevant field, e.g.: Law, Criminology, Social Sciences, or working towards such a qualification is desirable.

The successful candidate will be required to undergo a criminal record check.

Driver's licence is essential.

**How to Apply:** To apply, applicants are required to submit four items: (1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae; (3) the names and contact details of two referees (one should be a current Supervisor/Manager); and (4) a copy of your current driver's licence. Please ensure you submit all four items.

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

Contact Officer: Rebecca Hughes (02) 6207 9981 [Rebecca.Hughes@act.gov.au](mailto:Rebecca.Hughes@act.gov.au)

**ACT Corrective Services**

**Custodial Operations**

**Detainee Induction Coordinator**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 35184)**

Gazetted: 09 March 2021

Closing Date: 23 March 2021

**Details:** ACT Corrective Services is looking for an enthusiastic, motivated and conscientious person to fill the position of Alexander Maconochie Centre (AMC) Detainee Induction Coordinator within Custodial Operations. The successful applicant will coordinate, administer and manage the detainee induction processes, programs and functions within the Alexander Maconochie Centre and ensure detainees are fully supported throughout the formal induction process.

In addition, you will assist with the facilitation of group and/or individual induction programs during business hours on as required basis. You will maintain detainee handbooks and ensure that the information available to all detainees is accurate and current.

Further to this, you will ensure each detainee receives a security classification during their induction period. Assist in placement decisions for completed inductions and confirm individual induction processes have been completed prior to further accommodation area placement.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients.

**Eligibility/Other Requirements:**

Demonstrated experience and/or willingness to work with detainees is essential.

The successful candidate may be required to undergo a criminal record check.

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

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

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

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

Contact Officer: Natalie Veenstra (02) 6207 0684 [natalie.veenstra@act.gov.au](mailto:natalie.veenstra@act.gov.au)

## **ACT Corrective Services**

### **Corporate Services**

### **People and Culture**

#### **People and Culture Advisor**

#### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 11213)**

Gazetted: 09 March 2021

Closing Date: 23 March 2021

**Details:** ACT Corrective Services (ACTCS) is looking for an enthusiastic, motivated and conscientious person to fill the role of People and Culture Advisor (ASO6) within the People and Culture Unit.

The successful applicant will oversee the recruitment function of the Agency, including bulk recruitment processes, to ensure timely and efficient service to internal and external clients.

In addition, you will provide responsive, high level client service, along with a demonstrated understanding and knowledge of relevant HR-related policies and procedures and a commitment to their application in a work context.

Further to this, you will prepare operational correspondence, briefing notes and reports, to assist with executive decision-making, and ensure efficient internal tracking of all relevant human resources activities

The successful applicant will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

#### **Eligibility/Other requirements:**

Understanding of ACT Government Employment Frameworks will be highly regarded.

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

This position requires a pre-employment medical.

**Notes:** This is a temporary position available immediately for a period of up to 12 months with the possibility of permanency.

**How to Apply:** To apply, applicants are required to submit two items

A one to three page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements.

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

Please ensure you submit all required items.

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

Contact Officer: Rebecca Hughes (02) 6207 9981 [rebecca.hughes@act.gov.au](mailto:rebecca.hughes@act.gov.au)

## **Legislation, Policy and Programs**

### **Civil Law**

### **Human Rights and Social Policy**

#### **Manager**

#### **Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 44045)**

Gazetted: 09 March 2021

Closing Date: 25 March 2021

**Details:** The Civil Law team in Legislation, Policy and Programs, are seeking applications for a Senior Officer Grade B to work in the Human Rights and Social Policy area. The Human Rights and Social Policy (HRSP) area is responsible for a broad range of social policy including human rights and discrimination legislation, official visitors, births deaths and marriages registration; privacy law, guardianship and preventing elder abuse. HRSP is also responsible for scrutinising and assessing all Government Bills for compatibility with the *Human Rights Act 2004 (HRA)*; liaising with policy officers to address compatibility issues; advising the Attorney-General on compatibility; and delivering human rights training.

The Manager – human rights will lead and undertake scrutiny of legislation for compatibility with the HRA and advise on human rights. They will also contribute to leading the delivery of critical legislation, law reform and policy projects and provide high quality, strategic advice to Ministers and Government. They will be responsible for applying superior analytical and written skills to produce briefings, drafting instructions and issues papers across diverse areas of civil law. Supervision and leadership of staff will be required in this role. This is an opportunity to

join a busy team that makes a significant contribution to the Government's human rights and social policy work, which has a tangible impact on the lives of Canberrans.

**Eligibility/Other Requirements:** Relevant tertiary qualifications in law, human rights or a related field (relevant to human rights and social policy) or significant study towards gaining qualifications would be highly desirable.

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

**How to Apply:** Interested applicants should submit a supporting statement (no more than two to three pages) outlining practical experience and examples related to the role with reference to the Professional and Behavioural Capabilities, a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Gabrielle McKinnon (02) 6205 3158 [gabrielle.mckinnon@act.gov.au](mailto:gabrielle.mckinnon@act.gov.au)

## Public Trustee and Guardian Finance

### Senior Finance Officer

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 39314)**

Gazetted: 09 March 2021

Closing Date: 16 March 2021

**Details:** The Public Trustee and Guardian is a unique organisation that provides trustee, guardianship and estate administration services to the ACT community. We have a permanent vacancy available for a motivated and well organised person to fill the role of Senior Finance Officer in the Finance Unit. The Finance Unit provides Corporate Finance, Investment/Funds Management, Taxation and Property service to the Public Trustee and Guardian (PTG) and its clients.

The Senior Finance Officer is responsible for maintaining PTG's Trust account including maintaining bank accounts, accounts payable/receivable, and ensuring client assets are kept up to date.

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

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

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

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

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

Contact Officer: Alicia Beauchamp (02) 620 79800 [alicia.beauchamp@act.gov.au](mailto:alicia.beauchamp@act.gov.au)

## Public Trustee and Guardian Wills, Estates and Trusts Estate and Trust Officer

**Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 42513)**

Gazetted: 05 March 2021

Closing Date: 23 March 2021

**Details:** The Public Trustee and Guardian is an ACT independent statutory office that provides trustee, guardianship, financial management and estate administration services to the ACT community.

We have a temporary vacancy for a motivated and organised person to work as an ASO4, Estate and Trust Officer in our Wills, Estates and Trusts Unit.

This is a busy unit delivering a range of services including Deceased Estate administration; preparation of Wills and Enduring Powers of Attorney, Trust administration and administration of Confiscated Criminal Assets. We also help to raise awareness in the community about the importance of having a valid and up-to-date Will and Enduring Power of Attorney.

In this role, the successful applicant will, as part of an estate or trust administration team, administer less complex trusts and deceased estates and will receive training to undertake these functions.

Prior experience in Wills and estate administration is not a prerequisite to the position. Rather, if you can demonstrate a willingness to learn and meet the Behaviour Capabilities, Technical skills and Knowledge components outlined in the Position Description, then we encourage you to submit an expression of interest. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

**Note:** This is a temporary position available from March 2021 for a period of six months with the possibility of extension and/or permanency. An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on applications and referee reports only.

**How to Apply:** Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the position overview, Knowledge and Capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

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

Contact Officer: Alicia Beauchamp (02) 620 79800 [alicia.beauchamp@act.gov.au](mailto:alicia.beauchamp@act.gov.au)

## ACT Emergency Services Agency

### Finance

#### Finance and Budgets

#### Senior Director Capital Works

#### Senior Officer Grade A \$151,002, Canberra (PN: 40479)

Gazetted: 04 March 2021

Closing Date: 23 March 2021

**Details:** ACT Emergency Services Agency (ESA) is looking for a Senior Director who is comfortable with change and has a track record of providing a high level of customer service. This position provides significant support in the delivery and implementation of ESA's key objectives.

The ESA Capital Works Program is about improving community safety for Canberrans whilst the city expands and the population grows. Strategically locating ESA stations to better service the needs and expectations of the community will allow ESA to continue to deliver high safety outcomes for the ACT.

The Emergency Services Agency is responsible for emergency management and related support arrangements in the Territory. The Agency's four operational services are ACT Ambulance Service, ACT Fire and Rescue Service, ACT Rural Fire Service and ACT State Emergency Service. The Agency's supporting branches are People, Culture and Training, Risk and Planning, Capability, Coordination and Support, and Finance.

Applications are sought for the position of Senior Director, Capital Works. A collaborative, solutions-focused leader with excellent project management, communication and organisational skills is required.

The successful applicant will report directly to the Executive Branch Manager, Finance and has responsibility for the management of all capital works projects and Capital Works team.

**Eligibility/Other requirements:** A strong background in project management delivering complex projects, preferably around capital works and facilities will be highly desirable. Demonstrated experience or ability to work with stakeholders such as Unions and Volunteer associations in support of Service Chiefs and a Commissioner to deliver on capital works programs essential.

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

**How to Apply:** If you're interested in the role, please send through a two page pitch with your curriculum vitae and contact details of at least two referees. The two page response should be written in the form of a pitch and should not specifically address the selection criteria, but indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your greatest achievement in the last five years and how it

relates to this position and its duties; and outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

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

Contact Officer: Robyn White (02) 6207 5279 [robyn.white@act.gov.au](mailto:robyn.white@act.gov.au)

## **ACT Corrective Services**

### **Custodial Operations**

#### **Court Transport Unit**

##### **Trainee Correctional Officer**

##### **Correctional Officer Class 1 \$66,695 - \$79,532, Canberra (PN: 32700, several)**

Gazetted: 04 March 2021

Closing Date: 31 March 2021

**Title:** Trainee Correctional Officer (upon successful completion of training a Correctional Officer Grade 1)

**Class:** Trainee Correctional Officer (after successful completion of training a Correctional Officer Grade 1)

**Salary:** \$48,813 (Trainee Salary) \$66,695 - \$79,532 (salary only after successful completion of Training)

**Details:** ACT Corrective Services, Canberra, is looking for people with demonstrated life experience, personal integrity, self-confidence and exceptional communication skills to become Correctional Officers. An interest in community safety, 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, is essential. We are keen to hear from women and from Aboriginal and Torres Strait Islander people.

Successful applicants will receive a training salary for the first ten weeks (\$48,813). The starting salary following the successful completion of this training will range between \$66,695 and \$79,532 per annum, plus superannuation. We will provide you with all the relevant training to be a competent and accomplished Correctional Officer in the first ten weeks of your employment. This includes everything from legislations and policies, to report writing and dealing with challenging behaviours.

You will also be supported to complete a fully funded, nationally recognised Certificate III in Correctional Practice within the first 12 months. These positions are based at the Court Transport Unit, Canberra City.

ACT Corrective Services will be hosting an information evening for people interested in learning more about these opportunities. Senior ACT Correctives Services staff will team up with current Correctional Officers to talk about what it is like to work in a correctional environment. There will be plenty of opportunities to ask lots of questions. There will also be discreet opportunities to learn more about careers in corrections for women, young people and people from diverse backgrounds, as well as details about the training.

The information session will be held at the Hellenic Club, Woden, on Tuesday 16th March 2021 at 6:30pm.

**REGISTRATION:** You must register to attend the information session. Please telephone (02) 6205 9585 or email [ACTCSpeopleandculture@act.gov.au](mailto:ACTCSpeopleandculture@act.gov.au). For more information, please see the Frequently Asked Questions document available on the ACT Government jobs website.

The recruitment process takes approximately three months. You will be notified if you do not progress from one stage to the next.

There are four stages to this recruitment process: (1) initial application assessment; (2) psychometric (psychological aptitude) testing (please note, we are unable to provide feedback about the results of the psychometric test); (3) interview; and (4) referee assessment.

Candidates who successfully complete each stage will undergo a medical assessment and a criminal history check and will be required to have a current Working with Vulnerable People Clearance upon commencement of the Training Course. Permanent and casual officers will be required to complete a Certificate III in Correctional Practice within the first 12 months.

Current Correctional Officers of ACT Corrective Services will be required to undertake each stage of the recruitment process, including psychometric assessment; however, progression from one stage to the next is not assured and will depend on performance compared to all other candidates, including external candidates, assessed at each stage.

#### **Eligibility/Other Requirements:**

Relevant custodial experience or Certificate III in Correctional Practice are essential. If Certificate III in Correctional Practice is not held it must be attained within 12 months of date of entry to service.

Current unrestricted driver's license is essential.

Senior First Aid Certificate is essential

Relevant tertiary qualifications desirable.

This position requires pre-employment psychological and medical testing and Police record check. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* maybe required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Note:** Applications that do not provide the full suite of documentation required will not be considered by ACT Corrective Services.

**How to Apply:** Interested applicants are required to submit the following as part of the application process:  
A two-page pitch indicating your capacity to perform the duties and responsibilities outlined in the Position Description and outline how your abilities, experience and/or qualifications make you suitable for this role.  
Updated curriculum vitae with contact details of at least two referees, one of which should ideally be a current or immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months; and  
A copy of your driver's licence.

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

Contact Officer: James Taylor-Dayus (02) 6207 1615 [james.taylor-dayus@act.gov.au](mailto:james.taylor-dayus@act.gov.au)

## **Major Projects Canberra**

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

### **Infrastructure Delivery Partners**

#### **Commercial Project Management**

##### **Senior Director, People and Culture**

##### **Infrastructure Officer 3 \$110,651 - \$121,464, Canberra (PN: 01989)**

Gazetted: 09 March 2021

Closing Date: 23 March 2021

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

The 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.

The Commercial Infrastructure Branch is structured into teams of experienced Project Officers and Project Managers led by experienced Program Managers and Directors who provide planning, procurement, contract administration, design and construction delivery services. Partner areas include:

Justice and Community Services Directorate

Chief Minister, Treasury and Economic Development Directorate

Environment, Planning and Sustainable Development Directorate

Transport Canberra and City Services Directorate

City Renewal Authority

Suburban Land Authority

This position will be responsible for leading the development and management of project, procurement and contract management datasets, systems and reporting capability for Infrastructure Delivery Partners.

You will also support procurement, project management and contract management activities related to the Government's capital works program and provide technical advice to internal and external stakeholders on the establishment and management of information and business systems to support Infrastructure Delivery Partners.

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**

hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

hold a relevant building degree; or

have significant building or Infrastructure knowledge and/or project management experience.

**Desirable:**

Experience in the delivery of projects using a GC21 contract.

**Notes:** This is a temporary position available immediately for up to four 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:** If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae, contact details of two referees and copies of relevant degree and qualifications

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

Contact Officer: Barry Ingram (02) 6207 0037 [Barry.Ingram@act.gov.au](mailto:Barry.Ingram@act.gov.au)

**Project Development and Support**

**Ministerial, Governance and Corporate Support**

**People and Capability**

**Assistant Director HR**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 45231)**

Gazetted: 04 March 2021

Closing Date: 18 March 2021

**Details:** Are you a team player who likes a challenge and wants to be a key part of a high performing team who works to support a safe and vibrant city? Then this opportunity is for you!

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

MPC Human Resources within the Ministerial, Governance and Corporate Support Branch is looking for a team player who will be responsible for the provision of human resource management, advice and support services to the Senior Executive Leadership Team and the Directorate. As part of a small team working to the MPC HR Director, this role will provide support and guidance to the Directorate in day-to-day human resource management activities, including employee relations, injury management and the development and delivery of MPC HR strategic policies and procedures.

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 tertiary qualification in an HR related discipline is highly desirable, or extensive proven relevant experience in a human resources management discipline.

**Notes:** This is a temporary position available immediately for up to six months with the possibility of permanency.

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

**How to Apply:** If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Elizabeth Shaw (02) 6207 8436 [elizabeth.shaw@act.gov.au](mailto:elizabeth.shaw@act.gov.au)

**Infrastructure Delivery Partners**

**Commercial Project Management**

**Infrastructure Project Support Officer**

**Infrastructure Officer 1 \$72,803 - \$86,020, Canberra (PN: 33420)**

Gazetted: 04 March 2021

Closing Date: 18 March 2021

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

The infrastructure branches of Social, Commercial and Civil provides advice to Directorates, Agencies, Territory Entities and Treasury in relation to the planning and business case approval process for the majority of the capital works program, and deliver the design, construction and post completion phases of the capital works projects. This includes buildings such as education facilities, emergency services facilities and justice facilities; health infrastructure projects; capital upgrades of ACT Government building assets; landscaping projects; and civil works such as roads, stormwater, street-lighting; transport and works associated with land release.

The three branches manage approximately \$600 million of capital works each year.

Infrastructure Delivery Partners (IDP) group provides:

Advice to government on all strategic implementation of infrastructure projects;

Managing and delivering the majority of ACT Government funded capital works projects;

Infrastructure and capital works procurement and delivery on behalf of directorates and agencies;

Project Management of the following frameworks The Capital Framework (TCF)

Advice and administration on capital works procurement;

Coordination of Work Health and Safety Active Certification Policy for ACT Government construction sites; and

Managing the Territory's prequalification system, and developing, implementing and managing a range of capital works-related policies.

Managing the Territory's contracts systems including the Contracts Register.

The primary responsibilities for this position is to contribute to the delivery of a range of infrastructure projects within time, cost, quality and scoping targets.

On behalf of partner directorates and organisations, utilise construction related technical expertise to provide project management, procurement and contract management services as well as review technical content of submissions and tender documents for adequacy, compliance and fitness for purpose.

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

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience.

**Note:** This position is available immediately for up to four years 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:** If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae, contact details of two referees and copies of relevant degree and qualifications.

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

Contact Officer: Barry Ingram (02) 6207 0037 [barry.ingram@act.gov.au](mailto:barry.ingram@act.gov.au)

**Transport Canberra and City Services**

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

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

**Transport Canberra**

**Human Resources**

**Recruitment Coordinator**

**Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: A20251)**

Gazetted: 10 March 2021

Closing Date: 24 March 2021

**Details:** Transport Canberra is seeking a Recruitment Coordinator to join the team. Working in a dynamic and fast paced environment, the Recruitment Coordinator is responsible for providing quality administrative support to the Assistant Director Recruitment in order to meet the key Transport Canberra recruiting deliverables. This includes working to onboard and coordinate bus driver applicants to transition to training courses.

This position requires the team member to assist the Assistant Director Recruitment in processing applications, medical checks, referee checks and other associated documentation required for the onboarding of new employees to vacant positions within Transport Canberra. This position works closely with the Medical and other service delivery providers.

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

**Eligibility/Other Requirements:** Qualifications or experience in Human Resources are highly desirable.

**Notes:** This is a temporary position available from 14 June 2021 until 25 January 2022 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Current and former ADF members are encouraged to apply.

**How to Apply:** please submit your curriculum vitae and a one page expression of interest addressing the points identified in the "What you will do" and "What you require" sections of the position description.

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

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

## Chief Operating Office

### People and Capability

#### Organisational Development

#### Director, Corporate Communications and Engagement

#### Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 38408)

Gazetted: 09 March 2021

Closing Date: 23 March 2021

**Details:** Do you want the opportunity to work with great people in a rewarding career that shapes our city's future? Join Transport Canberra and City Services (TCCS) as we make Canberra attractive, safe and easy to move around.

The TCCS People and Capability branch are seeking applications from proactive and enthusiastic candidates to join our branch as the Director, Corporate Communications and Engagement in the Organisational Development team. This position plays an integral role in leading the design and delivery of effective internal communications and engagement activities. This includes extensive stakeholder engagement, scoping and overseeing the delivery of corporate campaigns, strategies, key announcements and tailored employee communications and related events. The successful candidate will be a hands-on collaborative leader with extensive experience in managing corporate communications, branding, digital communications and communication services, building relationships, and implementing effective internal engagement practices for a diverse workforce.

Our values are Excellence, Safety, Collaboration, Respect, Innovation and Integrity. We want our organisation to be full of talented people who believe in and demonstrate behaviours in line with our values.

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 formal higher education qualifications such as in Communications, Public Relations and or IAP2 is highly desirable

Experience (5+ years) in corporate communications and engagement, public relations and stakeholder engagement.

**Notes:** This is a temporary position available for a period from 01 July 2021 until 31 January 2023. Selection may be based on application and referee reports only. This position is based in a workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants should submit a response of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description, together with your tailored curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

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

Contact Officer: Petra Crowe (02) 6205 3817 [petra.crowe@act.gov.au](mailto:petra.crowe@act.gov.au)

## **City Services**

### **Roads ACT**

#### **Road Maintenance / Environmental Services**

##### **Street Sweeper Operator**

##### **General Service Officer Level 7 \$65,087 - \$68,733, Canberra (PN: 01855, several)**

Gazetted: 09 March 2021

Closing Date: 23 March 2021

**Details:** Roads ACT are seeking applications to fill various current temporary vacancies in the Street Sweeper team. The operators of the mechanical street sweepers play a key part in the delivery of the street sweeping program across the Territory.

The operators are required to undertake shift work, e.g. morning and afternoon shifts, to meet the delivery of the program

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:**

Driver's licence – medium rigid (MR) license is mandatory.

Experience in a similar field will be well regarded.

Workplace Health and Safety Induction (White Card) is essential.

**Notes:** This is a temporary position available immediately for a period of up to six months with the possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Applicants should provide a response to the 'What you require' section of the position description (no more than one A4 page per criteria); provide details of two referees; and a current curriculum vitae.

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

## **City Services**

### **City Operations**

#### **Infrastructure Planning**

##### **Planning and programs officer**

##### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 22459)**

Gazetted: 05 March 2021

Closing Date: 19 March 2021

**Details:** Exciting role in the Infrastructure Planning to coordinate and prepare a wide range of complex submissions, policy papers, Ministerial and senior management briefings.

The role will also be responsible and assisting with a range of business unit planning, reporting and governance activities. Coordinating national reporting and review of draft publications (e.g. Austroads and other professional bodies)

Assisting Senior Manager with the day-to-day operations including administration of various staffing issues, recruitment, leave, training and development and performance review.

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

##### **Eligibility/Other requirements:**

Relevant tertiary qualifications and/or experience in general technical policy desirable.

Competent in Microsoft Office Suite.

Permanent Resident of Australia.

Current Australian Class C driver's license essential.

**Notes:** This is a temporary position available from 29 March 2021 till 28 February 2022 with the possibility of permanency. This position is located in the new office with activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**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 two referees.

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

Contact Officer: Snezana Dimitrovska (02) 6207 6570 snezana.dimitrovska@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.

## **Territory and Business Services**

### **Yarralumla Nursery**

#### **Finance and Administration Manager**

#### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 13966)**

Gazetted: 04 March 2021

Closing Date: 11 March 2021

**Details:** The position of Finance and Administration Manager performs a range of financial and administrative tasks in order to support the Yarralumla Nursery in delivering desired outcomes and high quality customer service. Duties include but are not limited to; managing the financial and administrative services of Yarralumla Nursery, manage and ensure integrity of financial statements, provide support to the Director, assist in ongoing development and implementation of financial policies and procedures.

This position involves direct supervision of staff.

The Yarralumla Nursery is committed to the ACT Government values, code of conduct and respect and equity framework. They are core components of our positive culture and inclusive working environment.

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

#### **Eligibility/Other requirements:**

Relevant tertiary qualifications are highly desirable and/or extensive experience in accounting.

A driver's licence

**Notes:** This is a temporary position available immediately until December 2021 with the possibility of extension.

Selection may be based on application and referee reports only.

**How to Apply:** Please submit your response to the Selection Criteria, a current curriculum vitae and the contact details of two referees.

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

Contact Officer: Kate Ross (02) 6205 6105 kate.ross@act.gov.au

## **APPOINTMENTS**

### **ACT Health**

#### **Senior Officer Grade C \$110,397 - \$118,832**

Christopher Aitchison, Section 68(1), 9 March 2021

#### **Senior Officer Grade C \$110,397 - \$118,832**

Cassandra Lumley, Section 68(1), 8 March 2021

### **Canberra Health Services**

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

Cassandra Depalog, Section 68(1), 24 February 2021

**Allied Health Assistant 2 (Qualified) \$54,988 - \$61,221 (up to \$63,043 depending on qualification level)**

Kim Hansen, Section 68(1), 10 March 2021

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

Christine Kearns, Section 68(1), 9 March 2021

**Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)**

Alexandra Parker, Section 68(1), 9 March 2021

**Staff Specialist Band 1-5, \$180,732 - \$244,175**

Stuart McKnown, Section 68(1), 26 February 2021

**Chief Minister, Treasury and Economic Development**

**Administrative Services Officer Class 3 \$65,976 - \$71,004**

Timothy Black, Section 68(1), 2 March 2021

**Senior Officer Grade C \$110,397 - \$118,832**

Karen Moffat, Section 68(1), 8 March 2021

**Administrative Services Officer Class 5 \$81,407 - \$86,168**

Julia Garcia, Section 68 (1), 08 March 2021

**Education**

**Senior Officer Grade B \$130,018 - \$146,368**

Joanne Mulligan, Section 68(1), 26 February 2021

**Administrative Services Officer Class 4 \$73,248 - \$79,310**

Saima Noor, Section 68(1), 26 February 2021

**Administrative Services Officer Class 6 \$87,715 - \$100,388**

Beth Peters, Section 68(1), 26 February 2021

**Senior Officer Grade C \$110,397 - \$118,832**

Taymore Tabbah, Section 68(1), 5 March 2021

**Administrative Services Officer Class 4 \$73,248 - \$79,310**

Peter Wallensky, Section 68(1), 6 March 2021

**Infrastructure Officer 4 \$131,141 - \$148,993**

Ilona Wickham, Section 68(1), 26 February 2021

**Administrative Services Officer Class 4 \$73,248 - \$79,310**

Chelsea Williamson, Section 68(1), 26 February 2021

**Environment, Planning and Sustainable Development**

**Administrative Services Officer Class 6 \$87,715 - \$100,388**

Fiona Swan, Section 68(1), 8 March 2021

**Justice and Community Safety**

**Administrative Services Officer Class 4 \$73,248 - \$79,310**

Jeremy Clay, Section 68(1), 9 March 2021

**Correctional Officer Class 2 \$83,391 - \$89,329**

Jeffrey Gavid, Section 68(1), 9 March 2021

**Transport Canberra and City Services**

**Senior Officer Grade B \$130,018 - \$146,368**

Nadine Azavedo, Section 68(1), 15 March 2021

**Administrative Services Officer Class 6 \$87,715 - \$100,388**

Alice Harvey, Section 68(1), 9 March 2021

**TRANSFERS**

**Canberra Health Services**

**Kylie Rayner**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22714) (Gazetted 17 December 2021)

**Michael Thwaites**

From: Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)

Canberra Health Services

To: Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN:38018) (Gazetted 05 January 2021)

**Chief Minister, Treasury and Economic Development**

**Darko Martinovic**

From: Information Technology Officer Class 2 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development, Canberra (PN. 50352) (Gazetted 8 January 2021)

**PROMOTIONS**

**Canberra Health Services**

**Medical Services**

**Emily Bowles**

From: Medical Imaging Level 2 \$67,892 - \$93,203

Canberra Health Services

To: Medical Imaging Level 3 \$105,473 - \$111,136 (up to \$116,647 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 28505) (Gazetted 11 January 2021)

**Canberra Health Services**

**Karen Clarke**

From: Health Professional Level 2 \$67,892 - \$93,203

Canberra Health Services

To: Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 49489) (Gazetted 28 January 2021)

#### **Clinical Services**

##### **Richelle Conway**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 25029) (Gazetted 17 December 2020)

#### **Clinical Services**

##### **Natalie Gray**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22659) (Gazetted 17 December 2020)

#### **Clinical Services**

##### **Alison Payne**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22645) (Gazetted 17 December 2020)

#### **Chief Operating Officer Clinical Services**

##### **Clare Robertson**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22283) (Gazetted 10 December 2020)

#### **Allied Health**

##### **Melanie Ryan**

From: Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)

Canberra Health Services

To: †Health Professional Level 4 \$110,397 - \$118,832

Canberra Health Services, Canberra (PN. 28639) (Gazetted 14 January 2021)

#### **Canberra Institute of Technology**

#### **Education and Training Service**

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

#### **Childrens Education and Care**

##### **Michelle Armstrong**

From: Teacher Level 1 \$77,492 - \$103,397

Canberra Institute of Technology

To: †Teacher Level 2 \$110,445

Canberra Institute of Technology, Canberra (PN. 34932) (Gazetted 2 February 2021)

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 Minister, Treasury and Economic Development**

**Shared Services**

**Partnership Services Group**

**Customer Support Services**

**Michael Ovchinnikov**

From: Information Technology Officer Class 1 \$71,004 - \$80,826

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development, Canberra (PN. 38650) (Gazetted 20 January 2020)

**Shared Services**

**Finance**

**Reporting**

**Yewei Yang**

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$110,397 - \$118,832

Chief Minister, Treasury and Economic Development, Canberra (PN. 07013) (Gazetted 11 February 2021)

**Education**

**Service Design and Delivery**

**Occupational Violence and Complex Case Management**

**Jane Fredericks**

From: School Assistant 3 \$56,101 - \$60,379

Education

To: Administrative Services Officer Class 4 \$73,248 - \$79,310

Education, Canberra (PN. 49612) (Gazetted 11 February 2021)

**Environment, Planning and Sustainable Development**

**Office of the Director General**

**Engagement and Executive Support**

**Content Team**

**Matthew Drennan**

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$110,397 - \$118,832

Environment, Planning and Sustainable Development, Canberra (PN. 50758) (Gazetted 10 August 2020)

**Sustainability and the Built Environment**

**Climate Change and Sustainability**

**Program Delivery and Policy**

**Emma Richardson**

From: Senior Officer Grade C \$110,397 - \$118,832

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$130,018 - \$146,368

Environment, Planning and Sustainable Development, Canberra (PN. 21300) (Gazetted 14 January 2021)