



ACT Government Gazette

Gazetted Notices for the week beginning 08 April 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>

Executive Branch Manager, Mental Health Policy

Temporary Vacancy (21 April 2021 until 4 June 2021 with the possibility of extension)

ACT Health Directorate

Health System Policy and Research

Position: E1021

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Seior Executive List, ACTPS SOGA

Date circulated: 13 April 2021

A temporary vacancy for six weeks with the possibility of extension is available for an experienced officer to fill the position of Executive Branch Manager, Mental Health in the Policy, Partnerships and Programs Division of the ACT Health Directorate.

The Executive Branch Manager of Mental Health Policy is a critical leadership role within ACT Health Directorate, playing a key role in managing the multiple issues associated with the portfolio responsibilities of the Minister for Mental Health, and the expectations of the Minister's Office and providing policy advice to executives across ACT Health Directorate.

To apply: Please provide a short (less than one page) pitch describing your skills against the Executive Capabilities and Position Description and a copy of your curriculum vitae and contact details two referees to Meg Brighton via email, Meg.brighton@act.gov.au by COB Friday 16 April 2021.

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

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: Ms Meg Brighton (02) 5124 6240 Meg.brighton@act.gov.au

Corporate and Governance

People Strategy

Culture Review Implementation

Senior Director, Program Management

Senior Officer Grade A \$151,002, Canberra (PN: 41857)

Gazetted: 14 April 2021

Closing Date: 28 April 2021

Details: As Senior Director, Program Management within the Culture Review Implementation Team you will use your broad experience and thorough knowledge of program management to successfully lead the design, delivery and evaluation of the culture review implementation program plan and support the delivery of projects that underpin the evolution of a positive culture across the ACT public health system.

Under broad direction from the Executive Branch Manager, Culture Review Implementation, the Senior Director, Program Management will provide complex relationship management, program planning, and direct support to the Culture Review Implementation Branch to guide the ACT public health system towards the implementation of the recommendations from the Final Report.

This role will be integral in coordinating engagement across ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce, and ensuring a collaborative approach in developing, progressing, and evaluating programs linked to cultural reform.

This is a great opportunity for an experienced program management professional to join an enthusiastic and committed team and lead a high profile and important health system-wide initiative.

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.

Notes: This is a temporary position available until 30 June 2022 with the possibility of permanency.

How to Apply: Applications must include a written response to the Selection Criteria, no more than two pages, outlining your suitability for the position along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jodie Junk-Gibson (02) 5124 9923 Jodie.Junk-Gibson@act.gov.au

**Health Systems Planning and Research
Public Health Protection and Regulation
Communicable Disease Control
Public Health Nurse**

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 15111)

Gazetted: 14 April 2021

Closing Date: 30 April 2021

Details: The Health Protection Service Communicable Disease Control Section (CDC) is seeking to fill a temporary vacancy for Public Health Nurse (Registered Nurse Level 2) for nine months with the possibility of extension and/or permanency.

This position works within a multidisciplinary team responsible for managing the ACT CDC Surveillance Program.

Responsibilities include:

assist with the planning, implementation, coordination, and evaluation of disease control programs

assist with the collection, management and analysis of core and enhanced data related to communicable disease notifications providing information and/or advice to medical professionals, other stakeholders, and the public regarding the public health management of communicable diseases.

We seek applicants with a keen interest in public health and an ability to rapidly acquire knowledge of current communicable disease control guidelines. Applicants require strong written and oral communication skills, excellent interpersonal and negotiation skills and the ability to work successfully in a multidisciplinary team environment.

Eligibility/Other Requirements:

Mandatory: Registration or be eligible for registration as a nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable: A degree in public health or related discipline or other qualifications and relevant.

Notes: This is a temporary position available for nine months with the possibility of extension and/or 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.

How to Apply: Applicants should address the selection criteria in no more than three pages and provide an up-to-date Curriculum Vitae and the contact details of two professional referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Kingsbury (02) 5124 9255 Alison.Kingsbury@act.gov.au

**Digital Solutions Division
Information and Data Management
Information Management
Assistant Director, Data Repository**

Senior Information Technology Officer Grade C \$110,397 - \$118,832, Canberra (PN: 29390)

Gazetted: 12 April 2021

Closing Date: 26 April 2021

Details: A new opportunity exists to work in a busy dynamic health data and information team. We are looking for enthusiastic staff who are keen to get involved in providing the ACT Health Directorate with quality data and reporting. This role is crucial in enabling the ACT Health Directorate to provide quality health care to our community.

The role of Assistant Director will be fast-paced and challenging, but you'll be contributing to the transformational change in the ACT health system, and we promise we'll have a lot of fun along the way.

The Information and Data Management Branch (IDM) within the Digital Solutions Division is responsible for managing the ACT Health Directorate's reporting requirements to national data agencies and Australian governments. This includes activity, performance, and costing data. IDM also manages the Directorate's relationships with the national data agencies. It also is responsible for developing and monitoring a health performance framework for the delivery of health services across the ACT.

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: All ACT employees are required to undergo employment screening. If you are selected for this position you will be required to gain and maintain a Negative Vetting Level 1 National Security Clearance. If screening is not successful, your employment in the role will not commence or, if already commenced, will be reassessed.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Prathima Karri (02) 5124 9353 ACTHealthCIO@act.gov.au

Health Systems, Policy and Research

Public Health Protection and Regulation

Health Protection Service

Community Engagement Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 49242)

Gazetted: 09 April 2021

Closing Date: 26 April 2021

Details: Interstate and international experience has shown that meaningful community engagement and culturally appropriate communication are crucial in developing resilience, capacity and understanding of how best to prevent and reduce the spread of COVID-19 in culturally and linguistically diverse communities.

ACT Health is seeking to improve our capabilities in cultural engagement, specifically for COVID-19. We are looking for an individual with demonstrated experience in developing and implementing frameworks to connect and partner with communities in the ACT particularly, newly arrived migrants, refugees and asylum seekers, Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse communities and young people.

If you're the right person for this position, you will have training and extensive experience in working with diverse community groups, understand the principles of culturally appropriate communication and engagement and be able to apply them to health messaging. You will be able to build relationships and develop partnerships to help manage COVID-19 in the ACT. Every day will bring new and unexpected challenges; you will need to be flexible to changing priorities and comfortable with ambiguity.

If this is you, you will be working with a dedicated multidisciplinary team across the whole spectrum of the public health response, including planning for and responding to outbreaks; prevention and preparedness activities; and supporting people in quarantine and isolation.

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 highly encouraged to apply.

Eligibility/Other Requirements:

This position may be required to work after hours, weekends and on-call.

A class-C drivers' licence is required.

The successful application will need to undergo a pre-employment National Police Check. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available immediately for twelve 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: If you are interested in joining this exciting team, you can apply by providing a written statement of no more than two pages addressing the Selection Criteria, curriculum vitae, and contact details of two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Azra Khan (02) 5124 6090 azra.khan@act.gov.au

Health Systems Policy and Research

Office of Professional Leadership and Education

ACT Chief Nursing and Midwifery Officer

Senior Project Officer

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 51129)

Gazetted: 08 April 2021

Closing Date: 15 April 2021

Details: The Senior Project Officer position sits within the ACT Health Directorate Clinical Placement Office which is responsible for coordinating all clinical and non-clinical placements for students and trainees across the ACT public health services. Placement administration is supported by a placement management database which is to cease from March 2022. This position provides an opportunity for the successful applicant to work in partnership with Digital Solutions and Procurement ACT to select a vendor and implement a new placement system that meets business expectations and to train stakeholders in its use. The successful applicant will work closely with Procurement ACT, Digital Services Solutions, ACT public health providers and local tertiary education providers.

Notes: This is a temporary part-time position available for a period of nine months with the possibility of extension. This position is part-time at 14.62 hours per week and the full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applications are required to provide the following.

A written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities.

A current curriculum vitae.

Two written referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sian Finch (02) 5124 5127 sian.finch@act.gov.au

Health Systems, Policy and Research Group

Office of Professional Leadership and Education

ACT Chief Nursing and Midwifery Office

Senior Nursing and Midwifery Advisor

Registered Nurse Level 5.3 \$139,701, Canberra (PN: 48156)

Gazetted: 08 April 2021

Closing Date: 22 April 2021

Details: Are you a senior nurse or midwife who has a passion for policy, strategy, and politics in healthcare? Are you someone who really wants to get hands on and make a difference in shaping the way the Chief Nursing and Midwifery Office supports nurses and midwives in the ACT.

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

Eligibility/Other Requirements:

- Holds nursing and/or midwifery postgraduate tertiary qualifications.
- At least five years' experience in senior management or leadership position in a nursing or midwifery, or government context.
- Undergo a pre-employment National Police check.

Note: This is a temporary position available from 8 July 2021 until 5 January 2022 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: If you are interested in this opportunity, submit a copy of your curriculum vitae, two completed referee reports and a 'pitch' of no more than two pages' addressing the Selection Criteria of the Position Description.

To find out more about the role you are encouraged to contact the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Dombkins (02) 5124 9628 anthony.dombkins@act.gov.au

ACT Teacher Quality Institute

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

Assistant Director, Strategic Data and Digital Services

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 39628)

Gazetted: 13 April 2021

Closing Date: 29 April 2021

Details: Are you interested in raising the professionalism of the ACT teaching workforce? The ACT Teacher Quality Institute is seeking applications for the position of Assistant Director Strategic Data and Digital Services.

Located in Bruce, the team at TQI is looking for someone to maintain and further develop a sophisticated online management system that supports ACT teachers meet their legislative requirements. The successful candidate will have well developed interpersonal and communication skills, sound team management skills and high-level experience in managing a range of digital reporting, business and file management systems.

How to Apply: If all of this sounds like you, please submit your application form, curriculum vitae and address the Selection Criteria outlined in the Position Description by the due date as we'd love to meet you to see if you are our perfect fit!

Applications should be submitted via the Apply Now button below.

Contact Officer: Claudia Hale (02) 6205 8207 claudia.hale@act.gov.au

Calvary Public Hospital Bruce

Calvary Public Hospital Bruce

Division: Corporate Governance

Position Title: Corporate Governance, Contracts and Procurement Manager

Classification: Senior Officer Grade A \$151,002, Canberra (600675)

Gazette Date: 13 April 2021

Closing Date: 25 April 2021

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

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

Reference Number: 15342

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

Contact Officer: Corey Bessi Corey.Bessi@calvarycare.org.au

Calvary Public Hospital Bruce

Division: Clinical Services-Medical

Position Title: Infection Control and Staff Health Department Manager

Classification: Registered Nurse 4 \$125,686 - \$143,498, Canberra (LP8207)

Gazette Date: 15 April 2021

Closing Date: 28 April 2021

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

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

Reference Number: 15391

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

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

Calvary Public Hospital Bruce

Division: Digital Health

Position Title: Change Manager - Digital Health Record Support

Classification: Senior Officer Grade B \$130,018 - \$146,368, Canberra (LP9988)

Gazette Date: 15 April 2021

Closing Date: 28 April 2021

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

Reference Number: 15378

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

Contact Officer: Rachael Henson (02) 6201 6648 Rachael.Henson@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

Division of Women Youth and Children

Community Health Programs, Central Regional Team

Youth Health Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 17045, several)

Gazette Date: 15 April 2021

Closing Date: 28 April 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 focused on the delivery of high quality, effective, person Centre's 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 SYHN Program employs experienced adolescent health specialised Registered Nurses who provide targeted primary health care for students attending ACT Government Secondary Schools.

The program's core elements are:

Adolescent focused individual consultations

Small health promoting group work

Support for teachers to deliver the health curriculum

Support for health promotion activities within the school

The position is based in allocated ACT Government Secondary Schools, with one day per week working from the City Health Centre, at 1 Moore Street, Canberra City.

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.

Behavioural Capabilities

Adaptable and flexible to accommodate change and provide a responsive service to meet client's needs.

Able to respond to and prioritise competing and often urgent requests in a calm and efficient manner.

Be a strong advocate for the health care needs of young people.

Kindness.

Eligibility/Other Requirements

Mandatory: Be Registered or be eligible for Registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Experience working in adolescent health.

Current driver's license.

Desirable:

More than four years' experience working in adolescent health.

Additional qualifications in Health Promotion, Sexual Health, Mental Health and/or Adolescent Health.

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).

Notes: There are several part-time temporary positions available at 24 hours per week and the full-time salary noted above will be paid pro-rata. These positions are available for six months with the possibility of extension. An order of merit list may be established to fill future vacancies at level over the next 12 months.

This program does not provide or teach first aid, care for wounds or administer medication.

Finance and Business Intelligence

Accounting and Compliance

Senior Director (External Budgets and Reporting)

Senior Officer Grade A \$151,002, Canberra (PN: 51093)

Gazetted: 08 April 2021

Closing Date: 22 April 2021

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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/> Canberra Health Services Finance and Business Intelligence (FBI) Division is led by the Chief Financial Officer (CFO) who reports to the Chief Executive Officer. The Division is responsible for developing and maintaining budgets, financial management, and providing strong operational finance and performance reporting analysis across the health service.

We provide financial advice and reporting to the hospital, including activity performance reports and business insights. Our dedicated Financial Business Partners provide direct support to clinical and operations partners, ensuring timely and accurate information is available to enhance critical decision support.

This role is responsible for the leading a small team delivering specialist accounting functions that include financial statements and annual report requirements, external budgeting. monthly reporting to external stakeholders and ledger management.

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Highly developed communication skills including the ability to produce high quality written documents and deliver presentations to a range of stakeholders.

The ability to provide timely and accurate reporting under tight timeframes.

Eligibility/Other Requirements

Desirable:

Experience in the provision of financial accounting in a highly complex environment.

Experience in the preparation and delivery of financial statements in accordance with relevant Australian accounting standards.

Experience in the use of Oracle Financials or similar financial management information system.

Understanding of the ACT Government budgetary processes.

Tertiary qualifications in accounting and professional membership or progress towards CPA/CA or comparable bodies.

Hold a current driver's licence.

Understand 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.

Contact Officer: Ian Turnbull (02) 5124 9705 ian.turnbull@act.gov.au

Food Services

Operations Officer

Health Service Officer Level 4 \$54,896 - \$56,997, Canberra (PN: 22962, several)

Gazetted: 13 April 2021

Closing Date: 29 April 2021

Details: **About us**

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

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

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

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

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

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

Overview of the work area and position

The Food Service Department prepares, cooks, and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services - Food preparation and Food Production.

Patient Services:

Meal Plating and Rethermalisation

Meal deliveries to patients

Menu monitors.

Cafeteria: Food, meals and drinks for staff and guests.

Stores; Receipt, dispatch, and storage of perishable and non-perishable food supplies.

External sites: Dhulwa and other Community Centres.

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.

Behavioural Capabilities

Strong communication and interpersonal skills and passionate about high quality customer service.

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

Strong organisational, coordination and planning skills and a focus on outcomes.

Eligibility/Other Requirements

Mandatory:

Complete the Food Safety certificate.

Desirable:

Relevant Food Industry recognized qualifications and a minimum of two years' experience working professionally in food services is preferred. The successful applicant will need to be available for rotational morning, evening, weekend, and public holiday shifts.

Note: Some position's will not be required to work shifts.

Current class C driver's licence.

Understand 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.

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

Notes: There are several permanent positions available, and an order of merit list may be established to fill future vacancies at level over the next 12 months.

These positions are available at of 38 hours per week on a rotating roster with weekend shifts.

Contact Officer: Ric Della-Torre (02) 6207 9194 ric.della-torre@act.gov.au

Finance and Business Intelligence

Revenue and Hospital Financial Services

VMO Claims Manager

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 24077)

Gazetted: 12 April 2021

Closing Date: 26 April 2021

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

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

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

Overview of the Work Area and Position

Canberra Health Services (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/>

Canberra Health Services Finance and Business Intelligence (FBI) Division is led by the Chief Financial Officer (CFO) who reports to the Chief Executive Officer. The Division is responsible for developing and maintaining budgets, financial management, and providing strong operational finance and performance reporting analysis across the health service.

We provide financial advice and reporting to the hospital, including activity performance reports and business insights. Our dedicated Financial Business Partners provide direct support to clinical and operations partners, ensuring timely and accurate information is available to enhance critical decision support.

As part of the Revenue and Hospital Financial Services team the Visiting Medical Officer Claims Manager manages a small team to ensure the performance of compliance audits which involve interpretation of the Medicare Benefits Schedule (MBS) and Visiting Medical Officer (VMO) contracts and the management/oversight of the Interstate Patient Travel Assistance Scheme.

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 encouraged to apply.

Behavioural Capabilities

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change and provide and ensure provision high level customer services

High level of data integrity skills

High level of skills in oral and written communication

Eligibility/Other Requirements:

Desirable:

Experience with interpreting contracts would be an advantage

Experience in using Microsoft Office suite applications, with intermediate excel skills and have the ability of performing basic formulas

High level of customer service, with consistently clear oral and written communication skills

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

How to Apply:

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

Contact Officer: Clare Crawford (02) 5214 9016 clare.crawford@act.gov.au

Clinical Services

Women, Youth and Children

Community Health Program

Registered Nurse - Adolescent CNC

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 27093)

Gazetted: 12 April 2021

Closing Date: 28 April 2021

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

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

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

Overview of the Work Area and Position

School Youth Health Nurse Program

This program assists young people in high school to make a safe transition into adulthood while laying the 'foundations' for health promoting behaviours and attitudes, which will continue through their life span. The School Youth Health Nurse works with a preventative focus including early identification, brief intervention, and harm minimisation activities. The nurse is often the first point of contact for young people, their families and school community members seeking information, advice, and support in health matters. For issues requiring treatment or intensive counselling, they play an important role in providing referral for clients to the relevant agencies and the school counsellor.

Eligibility/Other Requirements:

About You

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

The ability to manage competing priorities.

Mandatory: Relevant tertiary qualifications and comprehensive experience working professionally in Adolescent Primary Health,

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

Hold a current driver's license.

Understand 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.

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

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

Undergo a pre-employment National Police Check.

Note: Note: This is a temporary position available for a period of 12 months with the possibility of extension or renegotiation of hours to cover maternity leave. Selection may be based on application and referee reports only.

How to Apply: *For more information on this position and how to apply "click here"*

Contact Officer: Liz Pedley (02) 5124 1631 liz.pedley@act.gov.au

Medical Services

Medical Imaging

Nuclear Medicine Technologist

Medical Imaging Level 2 \$67,892 - \$93,203, Canberra (PN: 16095, several)

Gazetted: 12 April 2021

Closing Date: 28 April 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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The Nuclear Medicine department has three gamma cameras (a Siemens Intevo Bold 16 slice xSPECT/CT, a GE Hawkeye SPECT/CT and a Siemens single head eCam). The department also provides a Bone Mineral Density

service and operates a comprehensive PET/CT facility which incorporates three uptake rooms and an automatic injection system. The successful applicant will be required to work across all three areas of the department. Work in the department is both challenging and rewarding, with a comprehensive range of diagnostic and therapeutic Nuclear Medicine procedures being offered including paediatric, oncology and cardiac studies. The department has recently expanded the services we offer to include diagnostic CT with/without contrast. This position will suit an enthusiastic Nuclear Medicine Technologist with experience in developing and promoting standards in a professional team. The successful applicant will be required to work across all areas of the Nuclear Medicine and PET section, including BMD and Diagnostic CT.

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Behavioural Capabilities

Strong organisational skills with an ability to work cooperatively in a team environment.

High level communication skills.

Adaptability and flexibility to accommodate change.

Eligibility/Other Requirements:

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

Be registered or be eligible for registration with the Medical Radiation Practice Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA).

The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.

Desirable:

Post graduate experience in BMD, PET/CT and Diagnostic CT.

Radiation licence permitting standalone performance of diagnostic CT.

Understand 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.

Possess an appropriate ACT Radiation Licence

Comply with CHS credentialing requirements for allied health.

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

Notes: There is one permanent full-time and one temporary full-time position for up to 12 months with the possibility of extension and/or permanency available. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on written application only.

Contact Officer: Chris Thomas (02) 5124 4332 chris.p.thomas@act.gov.au

Division of Women Youth and Children

Community Health Programs, Central Regional Team

Youth Health Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 17045, several)

Gazetted: 12 April 2021

Closing Date: 28 April 2021

Details: [About us](#)

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

Overview of the work area and position

The SYHN Program employs experienced adolescent health specialised Registered Nurses who provide targeted primary health care for students attending ACT Government Secondary Schools program's core elements are:

Adolescent focused individual consultations

Small health promoting group work

Support for teachers to deliver the health curriculum

Support for health promotion activities within the school

The position is based in allocated ACT Government Secondary Schools, with one day per week working from the City Health Centre, at 1 Moore Street, Canberra City.

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Behavioural Capabilities:

Adaptable and flexible to accommodate change and provide a responsive service to client's needs.

Able to respond to and prioritise competing and often urgent requests in a calm and efficient manner.

Be a strong advocate for the health care needs of young people.

Kindness.

Eligibility/Other Requirements

Mandatory:

Be Registered or be eligible for Registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Experience working in adolescent health.

driver's licence.

Desirable: More than 5 years' experience working in adolescent health.

Additional qualifications in Health Promotion, Sexual Health, Mental Health and/or Adolescent Health.

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).

Notes:

This position is under *Schedule 4 of the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017- 2019*.

The rate of pay is at 88% of the rate paid to an equivalent employee. This rate of pay takes into account the nurse not attending work during school stand down periods (term breaks). There are several part-time (24 hours per week) and full-time temporary positions available, and the full-time salary noted above will be paid pro-rata. These positions are available for six months with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months.

This program does not provide or teach first aid, care for wounds or administer medication.

Contact Officer: Liz Pedley (02) 5124 1631 liz.pedley@act.gov.au

Division of Surgery

Ophthalmology Outpatients

Orthoptist

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 11686, several)

Gazetted: 12 April 2021

Closing Date: 28 April 2021

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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.

The Ophthalmology Outpatient Clinic (Eye Clinic) is a multidisciplinary clinic of the Division of Surgery at the Canberra Hospital. This clinic comprises of Staff Specialist and VMO Ophthalmologists, Ophthalmology Registrars, nurses, orthoptists, and administration staff. The Ophthalmology Outpatient Clinic is responsible for the coordination and delivery of emergency eye services along with select non-emergent ophthalmic health care in the ACT. Non-emergent Clinics include corneal, retinal, neuro-ophthalmic, and uveitis-immunology, along with select procedure clinics. Our aim is to provide effective and efficient patient care in line with the Canberra Health Service values.

Eligibility/Other Requirements:

Mandatory: Tertiary qualifications in Orthoptics and eligibility for membership of the Orthoptist Board of Australia.

Minimum 12 months clinical experience as a qualified orthoptist.

Be registered under the Working for Vulnerable People Act.

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.

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

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

Note: These are casual positions. Days of work and working hours may vary and will be used to fill casual vacancies as they occur. The full-time salary noted above will be paid pro-rata.

Contact Officer: Barb O'Brien (02) 5124 5870 barbara.o'brien@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Service

Alcohol and Drug Service

Health Professional 2 - Counsellor

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 28450)

Gazetted: 09 April 2021

Closing Date: 30 April 2021

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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.

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Overview of the Work Area and Position

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

CTS is a free outpatient government service that provides central telephone intake assessment services for all programs offered by Alcohol and Drug Services as well as information and referral to other local and interstate alcohol and other drug treatment services. The core business of CTS is the provision of counselling, psychotherapy and a range of psycho educational and therapeutic groups. Services are offered to people from 12 years throughout the lifespan, with hazardous or harmful alcohol and other drug use as well as substance abuse and substance disorders. CTS also offers treatment for a range of psychosocial problems that either result in or derive from the presenting substance use difficulties. Brief interventions are available for people affected by the substance use of a loved one.

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

CTS are a multi skilled team of health professionals and services are provided to the community both within community health centres and custodial environments.

This role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, counselling, and group work to adults. Training and experience in providing Dialectical Behaviour Therapy (DBT) counselling and facilitating DBT groups would be an advantage.

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

Eligibility/Other Requirements:

Previous clinical experience is essential. Preparedness to attain alcohol and other drug competencies as required by the Minimum Qualifications Strategy.

Mandatory:

For Psychology:

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

For Social Work:

Degree in Social Work

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

Registration under the ACT Working with Vulnerable People Act 2011

For Counselling:

Eligible qualification pathways

Pathway 1

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

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

AND

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

OR

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

Pathway 2

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

AND

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

OR

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

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

Highly desirable for all disciplines:

HP2: Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service

Note: Current driver's license

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

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

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.

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

How to Apply

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

Contact Officer: Kate Soulsby (02) 512 41590 kate.soulsby@act.gov.au

Infrastructure and Health Support Services

Executive Group Manager, Campus Modernisation Program Director

Executive Level 2.1 \$266,234 - \$276,672 depending on current superannuation arrangements, Canberra (PN: E1183)

Gazetted: 12 April 2021

Closing Date: 26 April 2021

Details: Canberra Health Services is seeking a suitably skilled Program Director who will be engaged on a long-term contract for a period of three years, with the possibility of extension up to five years.

Reporting to the Executive Group Manager, Infrastructure and Health Support Services, the Program Director will contribute to the overall success of the Canberra Hospital Expansion projects by effectively managing the design and construction phases and contributing to associated activities such as budgeting and financial performance analysis.

Working closely with the CHS executive and other key staff, it is expected that the Program Director will provide senior level oversight from a CHS perspective from inception through to completion of operational commissioning and defect periods. The position requires a thorough understanding of procurement, planning and environmental legislation and the construction industry.

Remuneration: The position attracts a remuneration package ranging from \$266,234 - \$276,672 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$208,769.

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

How to Apply: Please provide a copy of your curriculum vitae and Selection Criteria addressing your skills and experience against the Executive Capabilities.

Contact Officer: Further information about the position is available from contact officer, Colm Mooney (02) 5124 9796 colm.mooney@act.gov.au

Clinical Services

Medicine

Specialist 1-5 - Clinical Forensic Medical Services

Specialist Band 1 - 5 \$180,732 - \$223,029, Canberra (PN: 50962, several)

Gazetted: 09 April 2021

Closing Date: 15 April 2021

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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.

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>

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 clinical/ research matters to Canberra Health Services.

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

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/>

Position Overview:

Clinical Forensic Medical Services (CFMS) is a locally based well established clinical service that provides forensic medical care to patients from the ACT and surrounding areas. CFMS comprises of Clinical Forensics ACT (CFAC), contracted medical services to the AFP, Forensic and Medical Sexual Assault Care (FAMSAC), the ACT Health based sexual assault service, and 'Fitness to Drive Medical Clinic' (FTDMC). CFMS is a medical unit within Canberra Hospital and Health Services, with requirements and support for ongoing professional development of all staff. Under limited direction of the Medical Director, you will perform and be responsible for the provision of clinical forensic medical services. This position will also have a supervisory capacity for junior medical staff and backfill the Medical Director's position for leave. Assists in the strategic and operational processes required within CFMS. The successful applicants will be required to work as part of a multidisciplinary team.

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Eligibility/Other Requirements:

Mandatory:

Applicants must be eligible to pass and maintain a Baseline AFP security clearance.

Must have a fellowship with a specialist medical qualification and extensive experience in Clinical Forensic Medicine.

Relevant registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA).

Experience in providing expert and confidential forensic medical services, court reports and expert opinions for court purposes.

Have a current Driver's Licence.

Desirable:

Understand 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 Police check.

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

Note: This recruitment is for two temporary part-time positions for a period of three years with the possibility of extension and/or permanency. This recruitment may be based on application and referee reports only.

The successful applicant will need to be available to participate in both FAMSAC and CFACT weekend and after-hours work. This includes as first on call and as a second on call senior supervisor. Annual Salary: Specialist 1-5 - \$180,732 - \$223,029. Total Remuneration Package: \$280,553 - \$345,852 inclusive of salary, applicable allowances and 11.5% super. (Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise).

Contact Officer: Anna Brkic (02) 5124 2185 anna.brkic@act.gov.au

Food Services

Staff Cafeteria

Cafeteria Supervisor

Health Service Officer Level 5 \$57,809 - \$60,679, Canberra (PN: 23043)

Gazetted: 13 April 2021

Closing Date: 29 April 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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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

Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services - Food preparation and Food Production.

Patient Services:

Meal Plating and Rethermalisation

Meal deliveries to patients

Menu monitors.

Cafeteria: Food, meals and drinks for staff and guests.

Stores; Receipt, dispatch, and storage of perishable and non-perishable food supplies.

External sites: Dhulwa & other Community Centres.

Eligibility/Other Requirements:

Behavioural Capabilities

Strong communication and interpersonal skills and passionate about high quality customer service.

Flexibility and adaptability with a changing working environment to enable the provision of responsive services to meet clients' needs

Strong organisational, coordination and planning skills and a focus on outcomes.

High degree of self-drive and initiative.

Eligibility/Other Requirements:

Relevant Food Industry recognized qualifications and a minimum of 3 years' experience working professionally in food services is preferred.

Highly Desirable: Industry recognized qualifications

Desirable: Relevant experience in Microsoft Office applications

Relevant experience using food service IT systems

The successful applicant will need to be available for rotational morning, evening, weekend and public holiday shifts.

Current class C driver's licence.

Understand 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:

Complete the Food Safety certificate

Undergo a pre-employment National Police Check.

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

Note: This is a permanent full-time position with shift and weekend work.

Contact Officer: Ric Della-Torre (02) 6207 9194 ric.della-torre@act.gov.au

Clinical

Adult Community Mental Health Services

Home Assessment and Acute Response Team

Way Back Clinical Lead

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 48124)

Gazetted: 09 April 2021

Closing Date: 23 April 2021

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

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

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

Woden Community Service

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

a variety of sources including the ACT and Commonwealth Governments, the NDIA, Primary Health Network or fee-paying.

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

Beyond Blue

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

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

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

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

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

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

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

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

Overview of the Work Area and Position

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

Rehabilitation and Specialty Mental Health Services.

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

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

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

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

maintaining contact and providing encouragement and support

encouraging the uptake of hospital discharge plans and utilisation of safety plans

supporting attendance to medical and allied health appointments

facilitating access to a range of community support services

assisting clients to connect with support networks.

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

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

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

Eligibility/Other Requirements:

Mandatory:

Approved tertiary qualifications or equivalent in nursing.

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

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

Hold a current driver's licence.

Desirable:

Post Graduate Qualification in Mental Health Nursing or working towards such.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

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

Contact Officer: Jade Nolan (02) 5124 1567 jade.nolan@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Services

Youth Counsellor

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 20236)

Gazetted: 09 April 2021

Closing Date: 26 April 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.

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

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

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

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

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the Work Area and Position

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

Opioid Treatment Services.

Medical Services.

Consultation and Liaison Service.

10 bed Inpatient Withdrawal Service.

Police and Court Drug Diversion Service.

Counselling and Treatment Services.

The Counselling and Treatment Service (CTS), is a contemporary, client-centred, stepped, integrated model of treatment using evidence-based service providing high quality care, guided by principles of harm minimisation. Services include the provision of counselling, psychotherapy and a range of psycho educational and therapeutic groups with people who have hazardous or harmful alcohol and other drug use as well as substance abuse and substance disorders.

The Youth Drug and Alcohol Program (YDAP) is a tertiary service within CTS for young people from 12 -25 years with complex alcohol and drug issues, both within a custodial environment, community health centres and outreach settings.

Eligibility/Other Requirements:

Mandatory:

For Social Work:

Degree in Social Work

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

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

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

For Psychology:

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

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

Highly Desirable: Psychology Board of Australia endorsement or eligibility for endorsement as Principal and/or

Secondary supervisor for 4+2 Internship program

For Counselling: - Eligible qualification pathways

Pathway 1

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

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

AND

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

OR

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

Pathway 2

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

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

OR

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

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

Desirable:

Hold a current driver's licence

Prior to commencement successful candidates will be required to:

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

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.

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

Contact Officer: Kate Soulsby (02) 5124 1590 kate.soulsby@act.gov.au

Allied Health Service

Acute Allied Health Service

Nutrition

Dietitian

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 48753)

Gazetted: 08 April 2021

Closing Date: 22 April 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

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)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire, and the Yass Valley.

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

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

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

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

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

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

The Nutrition Department is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services. Services include

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities

Food Service governance activities in partnership with the Canberra Hospital Food Service Department

Under supervision, you will provide clinical dietetic services across the Canberra Health Services and contribute to service improvement and quality improvement/quality assurance activities of the department.

This role is required to participate in an after-hours roster, including potential for weekend and public holiday work.

CHS 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:

Mandatory:

Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics or equivalent.

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

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

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Notes: This is a part-time temporary position available for 11 months with possibility of extension and/or permanency at 18.375 hours per week and the full-time salary noted above will be paid pro-rata. This position may be required to participate in overtime, on call, and rotation roster. Some weekend and public holiday duty will be required. The position is based at Canberra Hospital however will be required to work across Canberra Health Services sites and undertake patient home visits.

How to Apply: *For more information on this position and how to apply "click here"*

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

Finance and Business Intelligence

Health Information Services

Registry and Data Quality Officer

Administrative Services Officer Class 2/3 \$58,230 - \$71,004, Canberra (PN: 24786)

Gazetted: 08 April 2021

Closing Date: 22 April 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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Four Walk-in Centres: which provide free treatment for minor illness and injury.

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

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

Overview of the Work Area and Position

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

The Health Information Service (HIS) is primarily responsible for the management and storage of the centralised Canberra Health Services clinical record and is based at Canberra Hospital. The community-based Clinical Records Unit (CRU) is a subunit of the Health Information Service.

Health Information Services provide a range of services including scanning and health record management, clinical coding and case mix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education, and hospital management purposes.

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:

Understand 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.

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

Undergo a pre-employment National Police Check.

Provide name and contact details for a referee report to be completed.

Note: This position is part-time at 22:03 hours per week and the full-time salary noted above will be pro-rata. The successful applicant will be required to work minimum of 5 hrs Monday and Tuesdays with the remaining hours negotiable. The preference will be working the 22.03 hrs across each weekday. A phone and face to face interview may be conducted along with testing for attention to detail as part of the selection process. A merit pool may be established to fill future vacancies at level over the next 12 months.

How to Apply: *For more information on this position and how to apply "click here"*

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

Clinical Service

Women, Youth and Children

Paediatrics

Paediatric Palliative Care Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 38041)

Gazetted: 08 April 2021

Closing Date: 26 April 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

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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.

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Overview of the work area and position

As the Paediatric Palliative Care Nurse, you will provide expert clinical care and lead the coordination of palliative care for children and young people with life-limiting conditions, in the ACT. You will work in collaboration with stakeholders from the Centenary Hospital for Women and Children, Canberra Hospital Palliative Care team, Clare Holland House Hospice and Home-Based Palliative Care Service, Sydney Children's Hospital Network, and other key community services to ensure seamless transfer for care and support.

Eligibility/Other Requirements:

Relevant Post-graduate qualifications in Palliative Care and/or Paediatrics Post-graduate qualifications in Palliative Care and/or Paediatrics (desirable)

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

Understand 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.

Note: This is a temporary position available for 10 months with the possibility of extension.

Contact Officer: Catherine Campbell (02) 5124 7373 catherinem.campbell@act.gov.au

Clinical services

Surgery

Surgical Discharge Support

Clinical Nurse Consultant Stomal Therapy

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 13881)

Gazetted: 08 April 2021

Closing Date: 22 April 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.

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/>

The Division of Surgery is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

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 encouraged to apply.

Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team

Strong organisational skills with a high degree of drive

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

Strong communication and interpersonal skills.

Eligibility/Other requirements:

Mandatory:

Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA)

Desirable:

Three years full time post registration in Nursing.

Experience and demonstrated competence (knowledge, skills and attitude) within the specialty.

Post-graduate Certificate in Stomal Therapy

Understand 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.

Note: This is a temporary position available for a period of 12 months. The position is full time hours, working Monday – Friday.

Contact Officer: Clair Collins (02) 51242364 clair.collins@act.gov.au

Chief Operating Officer Clinical Services

Counsellor

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 31010)

Gazetted: 09 April 2021

Closing Date: 23 April 2021

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

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Our Values: Reliable, Progressive, Respectful and Kind

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

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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.

Overview of the work area and position

The Alcohol and Drug Service is a multidisciplinary service within Canberra Health Services providing a range of specialist services for people affected by alcohol and other drug use. The Counselling and Treatment Service (CTS), Alcohol and Drug Service is a part of Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS), which is a contemporary, evidence-based service providing high quality care, guided by principles of harm minimisation. CTS is a free outpatient government service that provides central telephone intake assessment services for all programs offered by Alcohol and Drug Services as well as information and referral to other local and interstate alcohol and other drug treatment services. The core business of CTS is the provision of counselling, psychotherapy, and a range of psycho educational and therapeutic groups. Services are offered to people from 12 years throughout the lifespan, with hazardous or harmful alcohol and other drug use as well as substance abuse and substance disorders. CTS also offers treatment for a range of psychosocial problems that either result in or derive from the presenting substance use difficulties. Brief interventions are available for people affected by the substance use of a loved one.

CTS utilises a client-centred, stepped, integrated model of treatment. In offering client centred care, clinicians work collaboratively with clients in such a way that respects their experience, expertise, perceptions, and goals.

Client centred care appreciates that clients have the right to set their own goals, draw their own conclusions and make their own choices about treatment.

CTS are a multi skilled team of health professionals and services are provided to the community both within community health centres and custodial environments.

This role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, counselling, and group work to adults. Training and experience in providing Dialectical Behaviour Therapy (DBT) counselling and facilitating DBT groups would be an advantage.

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

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

Mandatory: For Social Work:

Degree in Social Work

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

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

For Psychology:

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

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

Desirable:

Current driver's licence.

Psychology Board of Australia endorsement or eligibility for endorsement as Principal and/or Secondary supervisor for 4+2 Internship program.

For Counselling - Eligible qualification pathways

Pathway 1

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

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

AND

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

OR

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

Pathway 2

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

AND

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

OR

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Kate Soulsby (02) 512 41590 Kate.Soulsby@act.gov.au

Adult Community Mental Health Services

Home Assessment and Acute Response

Way Back Clinical Lead

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 26402)

Gazetted: 09 April 2021

Closing Date: 23 April 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.

Woden Community Service

Woden Community Service (WCS) is a well-established and regarded not-for-profit community-based organisation in the ACT that provides a wide range of services to the broader Canberra community. Centrally located in Canberra, WCS works with children, young people, adults, families, and multiple diverse communities and other organisations across the ACT. Services are flexible, responsive, innovative, and person-focused, and are funded by a variety of sources including the ACT and Commonwealth Governments, the NDIA, Primary Health Network or fee-paying. WCS has developed a sophisticated stepped model of care that underpins its mental health psychosocial support services. At one end of this continuum of care is the IAPT model of Next Step, followed by the NPSM New Path Service. At the more intensive end of this model of care is The Way Back Support Service and Transition to Recovery (TRec) currently working in partnership with Canberra Health Services.

Beyond Blue

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

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

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

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

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

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

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

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

Overview of the work area and position

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

Rehabilitation and Speciality Services

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

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

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

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

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

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

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

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

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

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

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

Mandatory:

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

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

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

Hold a current driver's licence.

Desirable:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Jade Nolan (02) 5124 1567 jade.nolan@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Service

Alcohol and Drug Service

Health Professional Level 3 - Allied Health - Withdrawal Unit

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 23960)

Gazetted: 09 April 2021

Closing Date: 27 April 2021

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

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

Overview of the Work Area and Position

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

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

Opioid Treatment Services

Medical Services

Consultation and Liaison Service

10 bed Inpatient Withdrawal Service

Police and Court Drug Diversion Service

Counselling and Treatment Services

The allied health team works with voluntary clients within a harm minimisation framework.

These positions provide support to the 10-bed inpatient unit, Comorbidity Clients, and the outpatient Opioid Treatment Service. The Allied Health Team provide biopsychosocial assessments, psychosocial support and

evidence-based interventions designed to address client's substance use issues and related psychosocial needs. This may involve direct intervention or counselling, group work, advocacy, or referral to other agencies for more specialised support.

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

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

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

Eligibility/Other Requirements:

Mandatory:

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

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

For Occupational Therapy

Mandatory:

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

Have a minimum of 3 years (ideally 5 years) post-qualification experience.

For Social Work

Mandatory:

Degree in Social Work.

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

Registration under the ACT Working with Vulnerable People Act 2011.

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

For Psychology:

Mandatory:

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

Have a minimum of 3 years (ideally 5 years) post-qualification experience.

Highly Desirable:

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

For Counselling:

Eligible qualification pathways

Pathway 1

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

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

AND

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

OR

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

Pathway 2

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

AND

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

Pathway 3

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

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

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

Undergo a pre-employment National Police check.

Comply with Canberra Health Services credentialing for Allied Health professionals.

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

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

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

Acute Allied Health Services

Physiotherapy

Paediatric Physiotherapist

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 17272)

Gazetted: 13 April 2021

Closing Date: 28 April 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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The Canberra Health Services Division of Allied Health provides a range of allied health services across clinical Divisions of Canberra Hospital.

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

Overview of the work area and position

Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care.

Physiotherapists play a key role in the multidisciplinary management of paediatric patients across the care continuum. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

The overall functions of the physiotherapist under professional supervision include:

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

Promoting individual or group service delivery.

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

Clinical supervision, and professional development is provided through team structures, supervision support, competency-based assessments, and informal and formal professional development opportunities.

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Effective communication and interpersonal skills.

Eligibility/Other Requirements

Mandatory:

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

Tertiary qualifications or equivalent in Physiotherapy

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

Current driver’s licence.

Understand 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.
- Comply with CHS credentialing requirements for allied health.
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note

This is a part-time permanent position available at 25.72 hours per week and the full-time salary noted above will be paid pro-rata. An order of merit list may be established to fill future vacancies at level over the next 12 months.

The successful applicant will need to be available for occasional weekend and after-hours work.

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

Contact Officer: Melanie Ryan (02) 5124 7383 mel.ryan@act.gov.au

Clinical Services

CHS Chief Operating Officer Clinical Services

Cancer and Ambulatory Services

Clinical Nurse Consultant - Specialist Palliative Care

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22543)

Gazetted: 14 April 2021

Closing Date: 26 April 2021

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

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

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

Overview of the Work Area and Position

The Division of Cancer and Ambulatory Support (CAS) provides comprehensive cancer screening, diagnostic, assessment and treatment services in inpatient, outpatient, and non-admitted treatment settings. The division is also responsible for immunology, specialist palliative care, medical physics, and radiation safety, walk in centres and organisational outpatient support through Central Intake, transcription, policy support and the Central Outpatients Department.

The Specialist Palliative Care Service at Canberra Health Services is a consult liaison service operating during business hours and services patients with palliative needs throughout the wider hospital campus. The Clinical Nurse Consultant (CNC) is responsible for the maintenance and upholding standards of nursing care within the Specialist Palliative Care Team, including human and financial management. This involves fostering an environment which actively encourages the development of expert nurses, psychologists and social workers and professional development within the area, supporting a positive workplace culture and environment.

The position is Monday to Friday, business hours with some flexibility required.

Working closely with other disciplines in all wards in Canberra Hospital, the role provides leadership in nursing care and allied health support of patients and their families or carers along with direct care of complex patients. Services include facilitation of access to resources, responding to crisis and leadership in palliative care conversations.

This position is responsible for driving service innovation and growth to expand the scope of palliative services to patients their families or carers and for the development of models of care for enhanced service provision.

Eligibility/Other Requirements:

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

At least five years post graduate experience in working with people with life limiting illnesses.

Post graduate qualification in leadership and demonstrated experience in successfully leading a team.

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

Undergo a pre-employment Police check.

How to Apply: *For more information on this position and how to apply "click here"*

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

Clinical Services

Mental Health Justice Health, Alcohol and Drug Services

Allied Health Assistant 2

Allied Health Assistant 2 (Qualified) \$54,988 - \$61,221 (up to \$63,043 depending on qualification level), Canberra (PN: 41033, several)

Gazetted: 14 April 2021

Closing Date: 30 April 2021

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

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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.

In this position the Allied Health Assistant Level 2 (AHA 2), under minimal supervision, will provide quality services to assist the Allied health team to deliver diversionary activities for people within a therapeutic rehabilitation environment. All staff of the DMHU are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

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 to apply.

Behavioural Capabilities

Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.

Strong organisational skills with a high degree of drive.

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

Position Requirements/Qualifications:

Relevant Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification); qualification is required for this role

This role involves rostering over a seven-day period and will likely have occasional weekend work

Understand 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.

Note This advertisement includes multiple vacancies, with casual, temporary, and permanent positions available.

How to Apply: *For more information on this position and how to apply "click here"*

Contact Officer: Camille Falkiner (02) 5124 1824 camille.falkiner@act.gov.au

Women Youth and Children

CHP School Health Team

School Health Team

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 17732)

Gazetted: 14 April 2021

Closing Date: 30 April 2021

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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

School Health Team

The School Health Team is part of the Women's, Youth, Children's Community Health Program (WYCCHP) and delivers both the High School Immunisation Program and the Kindergarten Health Check in all government and non-government schools across the ACT. The High School Immunisation Coordinator works closely with the Kindergarten Health Check Coordinator to provide both services.

High School Immunisation Program

All high school students in the ACT are offered free vaccinations in Year 7 and Year 10 as part of the National Immunisation Program. These are scheduled across the school year and delivered by a team of Registered Nurses.

Kindergarten Health Check Program

All Kindergarten students who attend an ACT school are offered a Kindergarten Health check. The health check includes a physical component that is delivered in schools across the year and includes vision, hearing, height, weight, and BMI.

Eligibility/Other Requirements:

Mandatory:

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

Current driver's licence

Hold a recognised immunisation qualification

Desirable:

Understand 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 & vaccination processes against specified infectious diseases.

Note: These are temporary positions available for five months with the possibility of extension and/or permanency. Various fulltime and parttime positions are available. the School Health Teamwork Monday to Friday, 0800-1630 and are based at the City Health Centre at 1 Moore St, Canberra City. A Merit Pool may be established from this selection process and will be used to fill vacancies over the next 12 months.

Contact Officer: Louise Hawkins (02) 5124 1585 louise.hawkins@act.gov.au

Acute Allied Health Services

Nutrition Department

Clinical Educator Nutrition

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 21989)

Gazetted: 14 April 2021

Closing Date: 28 April 2021

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

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

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

Overview of the Work Area and Position

The Nutrition Department is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services.

Services include:

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities

Food Service governance activities in partnership with the Canberra Hospital Food Service Department

The role coordinates the clinical education program for student Dietitians and Nutrition Assistants as well as supporting new graduate Dietitians. The position links to both the senior Nutrition and Dietetics team and to the dedicated Clinical Educator team. You will provide clinical dietetic services across the Canberra Health Services and contribute to service improvement and quality improvement/quality assurance activities of the department.

Eligibility/Other Requirements:

Mandatory:

Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics.

Eligible for membership of the Dietitians Association of Australia,

Hold the Accredited Practising Dietitian (APD) credential.

Be registered under *the Working with Vulnerable People (Background Checking) Act 2011*. Hold a current Driver's Licence.

Desirable:

Relevant education/clinical education qualification or commitment to undertaking further qualification/s in education.

Other:

The successful applicant will need to be available for occasional weekend and after-hours work.

Understand 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:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for 12 months with the possibility of extension. This recruitment may be used to establish a merit list to fill any identical temporary positions which may be full time or part time which may arise in the next 12 months.

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

Finance and Business Intelligence

Chief Finance Officer

Project Director, Digital Health Record

Senior Officer Grade A \$151,002, Canberra (PN: 49928)

Gazetted: 14 April 2021

Closing Date: 30 April 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.

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

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

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

Overview of the work area and position

The Finance and Business Intelligence Division is responsible for developing and maintaining budgets, financial management, ICT, procurement, and supply, and providing strong operational finance and performance reporting analysis across the health service.

Reporting to the Chief Information Officer, and in conjunction with the CHS ICT Committee and the ACT Health Directorate Digital Health Record (DHR) project team, the Project Director will lead and manage the implementation of the DHR program for CHS. The incumbent will be responsible for managing the activities, risks, reporting, escalation, and approvals required and ensuring completion of the project deliverables within the project timeframes.

The Project Director will be responsible for engagement of staff across all levels of Canberra Health Services in relation to the DHR project and have strong working relationships with the Executive team. In addition, the Project Director will be able to clearly articulate the benefits that the DHR will deliver for staff and patients.

The Digital Health Record will transform the way health care is provided by Canberra Health Services by recording most interactions between a person when visiting one of our hospitals, community health centres or Walk-in Centres. Each person will have a digital health record that can be accessed by a person's health care team at any location, to ensure accuracy of information and improved patient care.

Eligibility/Other Requirements:

Highly Desirable:

Tertiary level business or systems qualification.

Qualifications in Project Management/PMP Certification or similar.

Track record in successful IT project delivery across multi-site, culturally diverse operations.

Desirable:

An established track record in the implementation, use and optimisation of large and complex clinical information systems.

Ability to engage stakeholders in a change management process within a clinical setting.

A relevant tertiary qualification in health service management, or a related discipline.

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 two years with the possibility of extension.

Contact Officer: Nicole Stevenson (02) 5124 4702 nicole.stevenson@act.gov.au

Clinical Services

Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Health Professional Level 3 - Senior Occupational Therapist

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 33951)

Gazetted: 14 April 2021

Closing Date: 30 April 2021

Details: About us:

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Position Overview

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

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

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

The Adult Mental Health Day Service (AMHDS) is a specialist team within MHJHADS that delivers effective evidence-based and recovery-focussed interventions to people living in the community to help enhance their quality of life and/or improve their functional status. The AMHDS offers a variety of programs, including several group-based interventions and other specialist services that target people who are living in the community and who are experiencing moderate to severe mental health conditions. The team aims to provide collaborative care involving the person, their families/carers and community support services.

The AMHDS Occupational therapist/s focus on therapeutic intervention and education programs specifically targeted at promoting a person's optimal engagement and participation in meaningful activities, as well as addressing functional and occupational issues. They conduct sensory profile assessments and sensory modulation interventions. If appropriately trained they may also contribute to the Dialectical Behavioural Therapy program.

The AMHDS is located at the University of Canberra Hospital

About You

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Behavioural Capabilities

Ability to manage confidential and sensitive information.

Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.

High-level interpersonal, communication and team building skills appropriate to work in a multidisciplinary clinical environment.

Position Requirements/Qualifications:

Relevant tertiary qualifications in occupational therapy and a minimum of three- five years post-qualification experience including significant experience in a relevant clinical area and of supervising staff.

The successful applicant must be registered or eligible for registration with the Occupational Therapy Board of Australia.

Understand 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.

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

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police Check.

How to Apply

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

Contact Officer: Bronwyn Thomson (02) 5124 0150 bronwyne.thomson@act.gov.au

Medicine

Cardiology

Cardiac Electrophysiology Booking and Scheduling Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 50554)

Gazetted: 13 April 2021

Closing Date: 27 April 2021

Details: **Our Vision:** creating exceptional health care together

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POSITION OVERVIEW

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The Cardiology Department is the tertiary diagnostic and therapeutic centre for acute and chronic cardiac diseases for the people of the ACT and surrounding NSW region. This position performs booking and scheduling tasks of Cardiac Electrophysiology procedures, Medicare billing and medical record responsibilities and provide general office support as required.

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

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Behavioural Capabilities

High attention to detail

Flexibility regarding changing priorities

Resilience in a challenging, yet rewarding work environment

Eligibility/Other Requirements:

No relevant qualifications or minimum of experience working professionally in Public Health Administration is required.

Understand 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.

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

Contact Officer: Andrew Barrow (02) 5124 3994 Andrew.J.Barrow@act.gov.au

Mental Health Justice Health and Alcohol and Drug Services

Administration

Administration and Data Manager

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 22044)

Gazetted: 13 April 2021

Closing Date: 27 April 2021

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Overview of the work area and position

Justice Health Services (JHS) provides high quality primary and mental healthcare to adults located within the Alexander Maconochie Centre and young people located at Bimberi Youth Justice Centre. JHS also provide Forensic Community Outreach Services from within its Canberra City location. The Dhulwa Mental Health Unit opening in November 2016 also falls within the Justice Health Services Program.

Under the limited direction of the Operational and Clinical Directors, the Administration and Information Manager will be an active member of the leadership team and will play a key role in providing day to day effective support and advice on all matters relating to Justice Health Services.

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Personal Attributes:

Behavioural Capabilities

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change

Provide responsive services to meet clients' needs

Ability to analyse and interpret data

Eligibility/Other Requirements

Desirable: Relevant tertiary qualifications or experience in either Clinical, Operational Management or Policy Development including extensive analytical background within a health care system are highly desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension.

Contact Officer: Rory Maguire (02) 5124 4937 rory.maguire@act.gov.au

Clinical Services

Mental Health Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services

Administrative Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 21612)

Gazetted: 13 April 2021

Closing Date: 27 April 2021

Details: About us

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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

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services

Adult Acute Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

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

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

This role will manage the office/administrative aspects of the community-based team by provision of high-quality customer service to people accessing CAMHS Services, their networks and to Canberra Health Services Health personnel.

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Behavioural Capabilities

To be successful in this position, you will have a demonstrated track record of working in a multi-disciplined team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork, and complies with all the applicable regulatory and legislative requirements set out for such a role.

Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.

Commitment to achieving positive outcomes for children and young people, their families and/or carers.

Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

Eligibility/Other Requirements

Mandatory: Must hold a current driver's licence.

Desirable:

Experience in working with children and young people.

Experience in working within the mental health sector.

Experience with medical terminology would be an advantage.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Must be available to work within all program areas of CAMHS as service needs arise.

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

Patient Flow Unit

Office of the Chief Operating Officer

Patient Flow and Regional Network Coordinator

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 24728)

Gazetted: 13 April 2021

Closing Date: 28 April 2021

Details: Canberra Health Services

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Overview of the work area and position

The Patient Flow Coordinator will primarily be responsible under direction of the Chief Operating Officer (COO) for leading, developing and implementation of improvement initiatives and provide timely reports and strategic advice to ACT- NSW Joint Operations Committee and the CHS Chief Operations Office. The Patient Flow Coordinator is a composite role which includes human resource managerial responsibilities. The position reports to the Assistant Director of Patient Flow.

Eligibility/Other Requirements

Mandatory

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

Desirable:

Post graduate tertiary Nursing Qualification in acute nursing relevant to an acute hospital setting.

Demonstrated extensive clinical experience in Patient Flow or relevant acute/primary care area with transferrable knowledge and skills.

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).

Notes: This is a temporary position available for a period of four months with the possibility of extension.

Contact Officer: Lynette O'Connell (02) 5124 2831 Lynette.O'Connell@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Administrative Service Officer - CAMHS Community Teams

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 38098)

Gazetted: 12 April 2021

Closing Date: 28 April 2021

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Overview of the work area and position

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

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

This role will manage the office/administrative aspects of the community-based team by provision of high-quality customer service to people accessing CAMHS Services, their networks and to Canberra Health Services Health personnel.

ABOUT YOU

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Behavioural Capabilities

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Eligibility/Other Requirements:

Mandatory:

Must hold a current driver's licence.

Experience in working within the mental health sector.

Desirable:

Experience in working with children and young people.

Experience with medical terminology would be an advantage.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a part-time temporary position available for a period of 12 months at 18 hours per week. The full-time salary noted above will be paid pro-rata. The successful candidate will be required to be available to work within all program areas of CAMHS as service needs arise and work part-time for 2.5 days a week, during business hours Monday to Friday. An Order of Merit may be used to fill future identical temporary vacancies across CAMHS within a 12-month period. Selection may be based on written application and referee reports only.

Contact Officer: Charmaine Nicoll (02) 5124 3133 charmaine.nicoll@act.gov.au

Chief Executive Officer

Senior Clinical Lead Nursing, CHECC

Registered Nurse Level 4.3 \$139,701, Canberra (PN: 51261)

Gazetted: 13 April 2021

Closing Date: 27 April 2021

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

Overview of the Work Area and Position

The Clinical Health Emergency Coordination Centre (CHECC) is responsible for leading the clinical services response to the COVID-19 pandemic for the ACT, including the development of a whole of health services plan and coordination of any operational response.

The Clinical Health Emergency Coordination Centre (CHECC), under the direction and leadership of the Deputy Health Controller, coordinates, enables and facilitates the Chief Health Officer's ability to manage the COVID-19 pandemic by providing clinical advice, clinical direction, effective and consistent standards, best practice, and the provision of health services to the ACT and other surrounding regions during the COVID-19 Pandemic. In doing this the CHECC aims to:

Protect patients and consumers

Protect health workers; and

Protect the community.

Eligibility/Other Requirements:

Mandatory:

Relevant clinical qualifications as a Registered Nurse.

Desirable:

Experience working professionally in project management is desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note: This is a temporary position available for 11 months with the possibility of extension.

Contact Officer: Imogen Mitchell (02) 5124 4700 imogen.mitchell@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Care

Oral Health Services

Senior Project Officer - Oral Health Services

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 51017)

Gazetted: 13 April 2021

Closing Date: 27 April 2021

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

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Oral Health Services provides a range of dental services to the ACT Community from several locations including Community Health Centres, University of Canberra Hospital and via Mobile Dental Clinics.

The Senior Project Officer will report directly to the Executive Director RACS and undertake key activities to support the planning and implementation of recommendations from the Oral Health Services Model of Care and Governance review. The role will require working in close collaboration with the Director of Oral Health Services, Human Resources and Finance Officer.

The Senior Project Officer will be responsible for managing and coordinating identified recommendations and actions, ensuring that they are delivered on time, within budget and minimising impacts to operational clinical services. A key element will be engaging with internal and external stakeholders and managing stakeholders' expectations to deliver agreed project outcomes.

About You

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Behavioural Capabilities

To be successful in this position, you will be someone who thrives on working in a fast-paced, stimulating and results-orientated environment. You will be able to liaise effectively with a broad range of stakeholders to deliver agreed outcomes.

You will also have a demonstrated track record of leading change and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork, and complies with all the applicable regulatory and legislative requirements set out for such a role.

Organised and Motivated.

Flexible, adaptable, and comfortable with a changing working environment.

Interpersonal and negotiation.

Be able to work with a high degree of autonomy.

Eligibility/Other Requirements:

Mandatory

Relevant experience in a health service or a clinical operating environment in Australia.

Desirable

Knowledge of best practice health service planning processes and practices.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Michael Keen (02) 5124 1732 michael.keen@act.gov.au

Cancer and Ambulatory Services

COVID Vaccination and Testing Centres

Registered Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 51052)

Gazetted: 13 April 2021

Closing Date: 20 April 2021

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

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

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

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

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Overview of the work area and position:

The COVID centres provide services for COVID-19 testing and immunisation throughout the Canberra region.

COVID Testing: Registered Nurses work in a team to screen for eligibility, collect specimens and provide education to consumers. Staff also work in Hotel Quarantine and Medihotel.

COVID Vaccination: Registered Nurses provide immunisations and pre and post immunisation care.

There are multiple COVID services, including both drive through and in centre, and the staff work flexibly across all sites.

Registered Nurses with an interest in working in Vaccination are encouraged to apply. Vaccination clinics operate on both North and South Canberra.

The COVID testing centres operate 7 days a week and have varying shift times. Staff may work full, or part time and flexible work hours are available.

Please note: Due to the varying roles in the COVID centres it is not a requirement to have an immunisation certificate currently.

Eligibility/Other Requirements:

Mandatory:

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

Desirable: Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

These positions are open to both New Graduates and experienced Registered Nurses.

Notes: This is a temporary position available for 10 months.

Contact Officer: Regina Ginich 0466338771 Regina.Ginich@act.gov.au

Strategy and Governance

Policy, Planning and Government Relations

Senior Policy Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 11183)

Gazetted: 14 April 2021

Closing Date: 5 May 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 Senior Policy Officer position works as part of a dynamic team to inform, educate, and support policy development and governance processes across Canberra Health Services. This will provide you with a unique opportunity to be involved in both strategic and operational policy, contributing directly to safeguarding the high standards of care at CHS and improving the health of our community. This position reports to the Director, Policy, Planning and Government Relations.

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

Effectively communicate with a wide range of stakeholders.

Flexible to accommodate change, with critical thinking and analysis.

Communicate complex matters to a wide range of audiences.

A sense of humour.

Eligibility/Other Requirements:

Desirable:

Knowledge acquired either through formal studies or work experience in relation to policy governance and development and evidence-based medicine as applied to the health setting.

Clinical background desirable but not essential.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Katherine Macpherson (02) 5124 9590 katherine.macpherson@act.gov.au

Infrastructure and Health Support Services

Health Infrastructure Service Recurrent

Facilities Operations Manager

Infrastructure Officer 3 \$110,651 - \$121,464, Canberra (PN: 49347)

Gazetted: 13 April 2021

Closing Date: 29 April 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.

Overview of work

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/>

Infrastructure and Health Support Services, a division of Canberra Health Services, are responsible for:

Capital project delivery

Facilities Management

Domestic and Environmental Services

Food Services

Sterilising Services

Security Services; and
Fleet Management.

The Infrastructure and Health Support Services, Facilities Management Division, is responsible for planned and reactive maintenance, asset management, utilities and contracts and leasing for the Canberra Health Services property portfolio across the ACT.

The Facilities Operations Manager will report to the Maintenance Manager and will be responsible for managing planned and reactive maintenance activities across the Canberra Hospital. The Facilities Operations Manager is also responsible for managing internal FM trade staff and contractors within a selected area ensuring a healthy, safe and productive workplace.

The Facilities Operations Manager will have a unique understanding of the responsibilities and accountabilities of the role, being able to work collaboratively across a range of areas in CHS. The incumbent will provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort.

About You

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Behavioural Capabilities

Extensive knowledge and significant proven experience managing building maintenance or projects in relation to building services and infrastructure.

High-level interpersonal skills to influence and provide key information to support decisions made by a diverse stakeholder group.

Professional and personable with the ability to develop and maintain effective relationships with key stakeholders within the Directorate, across Government and industry to benefit the quality-of-service delivery from Facilities Management.

An organised approach to work, managing competing priorities and attention to detail on work undertaken.

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.

Highly Desirable:

A trade qualification and/or minimum 10 years' experience in relation to building services maintenance.

Hold a current drivers' licence.

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 medical examination

Undergo a pre-employment National Police Check.

Contact Officer: Scott Harding 0411 251 710 scott.harding@act.gov.au

Clinical Services

Clinical Services

Cancer and Ambulatory Services

COVID Vaccination and Testing Centres

Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 48866, several)

Gazetted: 13 April 2021

Closing Date: 20 April 2021

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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.

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

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

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

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

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:

COVID Testing: The COVID centres provide services for COVID-19 testing and vaccination throughout the Canberra region. Registered Nurses work in a team to screen for eligibility, collect specimens and provide education to consumers. Staff also work in Hotel Quarantine and Medihotel.

COVID Vaccination: Registered Nurses provide vaccinations and pre and post vaccination care.

There are multiple COVID services, including both drive through and in centre, and the staff work flexibly across all sites.

Registered Nurse's (Level 2) provide senior clinical and leadership skills to junior staff. This role is also required to team lead on weekends and when required on weekdays in the COVID sites which are off-site to the main hospital services. When team leading, they work cooperatively with team leaders for security and administration.

Registered Nurses with an interest in working in Vaccination are encouraged to apply. Vaccination clinics operate on both North and South Canberra. The COVID centres operate 7 days a week and have varying shift times. Staff may work full, or part time and flexible work hours are available.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Hold a current driver's licence.

Holds an Immunisation Certificate.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note: This is a temporary position available for a period of 10 months. Due to the varying roles in the COVID centres it is not a requirement to have an immunisation certificate currently.

Contact Officer: Regina Ginich 0466 338 771 regina.ginich@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

MHS Neuropsychology; Rehab & Specialty Services

Clinical Neuropsychologist

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 37687)

Gazetted: 13 April 2021

Closing Date: 14 May 2021

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

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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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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 Work Area and Position

A rich and exciting clinical and professional opportunity

Clinical Neuropsychologists can make a significant and valued difference to the recovery and quality of life of a person with a lived experience of mental illness.

An exciting opportunity exists for a Clinical Neuropsychologist to join the MHS Neuropsychology team within Mental Health Justice Health Alcohol and Drug Services of Canberra Health Services (CHS).

You will be working alongside a team of other Clinical Neuropsychologists, Clinical Psychologists and Registrar(s) who offer neuropsychological assessments and individual and group neuropsychological interventions. You will also be offering these services into interprofessional teams, in which you will be an integral part.

These services are provided into a number of settings across the lifespan, including inpatient/hospital, community, child & adolescent, older persons, and services such as the Adult Mental Health Day Service, Secure Mental Health Inpatient Services, Alcohol and Drug Services and the MHS-Intellectual Disability Team.

We offer flexible working arrangements and are a family friendly organisation. Part-time options are available.

CHS employs Clinical Neuropsychologists across three Divisions, creating a strong professional community.

There is a potential rotational opportunity into other Divisions of Canberra Health Services (such as Rehabilitation, Aged, and Community Services).

We offer Professional Development support, Peer Review and clinical supervision to Interns, Post-graduate Students, Registrars and Staff.

This position is eligible for a Psychology Group Attraction and Retention Incentive

ABOUT YOU

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Behavioural Capabilities

Ability to manage confidential and sensitive information.

Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.

High-level interpersonal, communication and team building skills appropriate to work in a multidisciplinary clinical environment.

Commitment to achieving positive outcomes for mental health consumers.

Eligibility/Other Requirements:

Mandatory:

Masters/Doctoral degree in Clinical Neuropsychology

General registration with Psychology Board of Australia under Australian Health Practitioner Regulation Agency (AHPRA)

Minimum of three years (ideal five years) post qualification paid work experience. Please note however, that applicants with greater than 12 months of work experience are also encouraged to apply.

Desirable:

Area of Practice Endorsement in Neuropsychology and eligibility to supervise higher degree students. Please note that applicants with an AOPE but who are not yet a Board approved supervisor, are still encouraged to apply.

Previous work experience in a mental health setting.

Current Driver's licence.

The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time and remuneration according to the enterprise bargaining agreement.

Understand 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.

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

Comply with CHS credentialing requirements for allied health.

Notes: This is a temporary part-time position available at (32) hours per week for 12 months with the possibility of extension. The above full-time salary will be pro-rata. This position is eligible for a Psychology Group Attraction and Retention Incentive: \$9,988-\$14,050. The ARIn will be reviewed every 12 months where the ARIn will 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 \$115,423

Contact Officer: Lainie Hartt (02) 5124 1269 Lainie.Hartt@act.gov.au

Medical Services

CHS Chief Executive Officer

CHS Pathology

Health Professional Level 3 - Senior Scientist

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 29459)

Gazetted: 14 April 2021

Closing Date: 28 April 2021

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

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Our Values: Reliable, Progressive, Respectful and Kind

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

The Molecular Pathology laboratory is a tertiary facility performing highly complex time-consuming investigations in the areas of Molecular Microbiology.

The successful applicant will be required to support and lead the team who perform diagnostic procedures, investigation of new methodologies, maintenance and troubleshooting of instrumentation, performance and monitoring of Quality Control, provision of results, research and staff professional development.

About You

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Behavioural Capabilities

Adaptability and flexibility to accommodate and lead change.

High level evaluation and analysis skills.

Strong written and oral communication skills.

Ability to work as an individual and as part of a team.

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of 5 years' experience working professionally in a Molecular laboratory is preferred.

The successful applicant will need to be available for regular on-call, occasional weekend, and after-hours work. Understand 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.

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

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Craig Kennedy (02) 5124 3705 craig.kennedy@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

City Mental Health Team

Clinical Manager

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 18784)

Gazetted: 13 April 2021

Closing Date: 28 April 2021

Details: About us

Our Vision: creating exceptional health care together

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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) 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 position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. The Service has teams operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres.

Within the service there is strong focus on the provision of timely and effective mental health interventions that are collaborative and inclusive of families and carers. People are supported to achieve their personal recovery goals as identified in their Care Plan.

The program recently implemented a new model of care which aims to improve the responsiveness and diversity of services offered to people. The new Model of Care (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 enjoy working as a member of the multidisciplinary team providing assessment and care planning for people experiencing mental illness. They will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

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

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

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

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Behavioural Capabilities

Ability to manage confidential and sensitive information whilst working towards achieving positive outcomes for people who access the service.

Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.

Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.

Eligibility/Other Requirements

Mandatory:

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

Understand 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.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Notes

This is a temporary position available for a period of 10 months with the possibility of extension.

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

Contact Officer: Jonathan Amirthanathan (02) 5124 1639 Jonathan.Amirthanathan@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

Industry Engagement and Strategic Relations

Industry Engagement

Training Initiatives Unit

Team Leader, (Liaison Team)

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 55191)

Gazetted: 12 April 2021

Closing Date: 19 April 2021

Details: The Canberra Institute of Technology (CIT) is seeking applications for a motivated and client focused individual to lead an engagement team whose focus is supporting Australian Apprentices and their employers and promoting CIT's programs and learning pathways to school students, their parents, and teachers.

In this role, using your strong leadership experience you will guide your team to ensure we are connected to CIT's teaching departments and leverage off the relationships you build with our core stakeholders to solve complex and sometimes sensitive issues. Your experience using systems and databases will enable you to quickly master CIT's My Profiling system in order to train others in its use, support the My Profiling Coordinator with system improvements and support teaching departments with their delivery. The successful applicant will ideally demonstrate the ability to understand state and federal government requirements for registered training providers and apply this to monitor Australian Apprentice progression, implement improvements to operating procedures and engage with industry representatives in line with CIT's strategic compass.

CIT plays a critical role in preparing young people to enter the workforce. Your strong communication skills will assist you to engage with schoolteachers, students, and their parents to promote CIT's programs and learning pathways and coordinate learning opportunities to support school students make informed decisions about their career.

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

Eligibility/Other requirements: A current driver's licence; willingness and ability to hold a White Card to support Work Health and Safety (WHS) work site visit requirements.

familiarity with Australian Apprenticeship systems and compliance requirements for the ACT would be advantageous.

Notes: This is a temporary position available until 31 December 2021 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

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

Contact Officer: Leon Fraser (02) 6207 4894 leon.fraser@cit.edu.au

Industry Engagement and Strategic Relations

Industry Engagement

Training Initiatives Unit

My Profiling Coordinator

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 37063)

Gazetted: 12 April 2021

Closing Date: 19 April 2021

Details: The Canberra Institute of Technology (CIT) is seeking applications for an enthusiastic and solutions focussed individual to facilitate the ongoing use and explore further development of the institutes My Profiling system.

We are looking for a strong communicator with proven client relationship capability with the ability to understand CIT's business needs and optimise suitable opportunities.

In this role you will work as part of a broader team but often with limited supervision to ensure the core student needs are being met. Ideally you will possess sound organisational skills to ensure key priorities are being met and use your relationship and negotiation skills to proactively influence a broad range of internal and external stakeholders including CIT students and employers of Australian Apprentices.

The successful applicant will ideally demonstrate the ability to understand state and federal government requirements for registered training providers and apply this to future system development in line with CIT's Strategic Compass.

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

Eligibility/Other requirements: A current driver's licence is essential. Mandatory General Construction Induction

White Card Training: Evidence of completion of training delivered by a Registered Training Organisation is required or the ability to obtain this within a short time frame after commencement.

Notes: This is a temporary position available until 31 December 2021 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

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

Contact Officer: Leon Fraser (02) 6207 4894 leon.fraser@cit.edu.au

Education and Training Services

Trade Skills

Construction

Glazing Teacher

Teacher Level 1 \$77,492 - \$103,397, Canberra (PN: 01427)

Gazetted: 08 April 2021

Closing Date: 26 April 2021

Details: The Construction department is seeking a full-time teacher for the delivery of Glass and Glazing trade training and assessment. This is based at CIT Bruce. The position requires the ability to work within the department of teaching and support staff, to provide educational outcomes and meet compliance requirements for apprentices and general students, in a VET environment. The position also requires the ability to liaise with industry, students, and other stakeholders for the Department, and manage educational resource

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:

Mandatory Qualification and/ Registration/ Licencing

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, sub-Clause 40.

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent); where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (*Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set*); and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person. All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Industry Experience

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021.

All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Trade Qualification

Certificate III in Glass and Glazing – or equivalent

DESIRABLE

Previous teaching experience in VET

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

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: Karen Abel (02) 6205 3820 karen.abel@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

Executive Branch Manager

Temporary Vacancy (asap – 1 January 2022)

Chief Minister, Treasury and Economic Development Directorate

Policy and Cabinet - Office of the Coordinator General Whole of Government COVID-19, Non-health response

Position: E1191

(Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Date circulated: 09 April 2021

The Coordinator General Whole of Government COVID-19 (Non-health) Response is looking for an Executive Branch Manager to provide strategic advice to the Coordinator General to ensure they are fully briefed on current and emerging issues, initiatives, projects, and responses in relation to the COVID-19 pandemic and the Territory's cross-government non-health related response.

The Executive Branch Manager, Office of the Coordinator General is a key position within the CMTEDD. The role is highly strategic and facilitative rather than administrative in nature and is one that requires a combination of focus, flexibility, and ability to work with limited direction.

To apply: If you can collaborate on National issues, build effective relationships with senior staff across all levels of Government and have the proven experience in complex Interjurisdictional engagement. Please send your resume and an Expression of Interest no longer than one page direct to the contact officer.

Please note that the classification of this position has changed to an Executive Level 1.4 and the closing date has been extended to COB Tuesday 13 April 2021. Applicants that have already applied for this position will not have to re-apply.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

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

Contact Officer: Leesa Croke on (02) 6207 3751 or leesa.croke@act.gov.au

**Executive Branch Manager, Finance Services
Temporary Vacancy (3 May 2021 to 4 June 2021)
Chief Minister, Treasury and Economic Development Directorate
Shared Services, Finance Services
Position: E499
(Executive Level 1.4)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 14 April 2021

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

The Executive Branch Manager, Finance Services, Shared Services is a dynamic position that leads, manages, and drives the strategic direction of the Business Unit. Finance Services is a customer focused business unit providing high-quality, timely and essential services for ACT Government directorates. These services include financial accounting and reporting, taxation, banking services, accounts payable and receivable, and salary packaging. Finance Services also provides applications support for Whole of Government finance systems ensuring compliance, and application and data security. This position works in collaboration with Directorate partners to develop and enhance multiple systems and processes that support Whole of Government deliverables.

Eligibility/Other Requirements: The successful candidate will require knowledge and experience in managing and leading complex teams, have a degree in accounting and current membership of a professional accounting body, and demonstrate a sound understanding of relevant accounting standards and policies.

To Apply: Candidates are requested to submit an Expression of Interest (maximum two pages) addressing the Selection Criteria and a current curriculum vitae via email to graham.tanton@act.gov.au by 8am Tuesday 20 April 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 \$251,027 - \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

Contact Officer: Mr Graham Tanton (02) 6207 5757 or via email graham.tanton@act.gov.au

**Executive Group Manager, Finance and Budget
Temporary Vacancy (immediately until 30 September 2021)
Chief Minister, Treasury and Economic Development Directorate
Economic, Budget and Industrial Relations
Position: E1048
(Executive Level 2.3)**

Circulated to: ACTPS Senior Executive List

Date circulated: 09 April 2021

Treasury is seeking to fill a temporary vacancy in the position of Executive Group Manager, Finance and Budget Group. The Finance and Budget Group (FABG) is responsible for providing policy and financial advice to the Government and agencies, reviewing expenditure, monitoring the Territory's Infrastructure Program, and reporting framework, as well as developing the Territory's budget.

As acting Executive Group Manager, Finance and Budget Group you will lead a team responsible for advising the government and directorates on the development of the Territory's budget, advising on policy and financial issues relating to agencies and the Territory. You will be responsible for leading and engaging across the directorate

more broadly as part of the senior executive team. Applicants should have an established record in developing and implementing public sector policy, strong budget or financial management skills, excellent leadership credentials and a commitment to public service integrity. You should have a strong focus on results and be experienced in maintaining effective working relationships with stakeholders.

To apply: Applicants should provide an expression of interest (no more than two pages) accompanied by a short curriculum vitae to Sue Vroombout via email, sue.vroombout@act.gov.au by COB Tuesday 13 April 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 \$307,053 - \$319,330 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$245,543.

Contact Officer: Further information about the position is available from Sue Vroombout on 0428 290 364, or via email sue.vroombout@act.gov.au

Commercial services and infrastructure group

ACT Property Group

Executive

Assistant Director, Executive and Government Business

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 46721)

Gazetted: 14 April 2021

Closing Date: 28 April 2021

Details: This role ensures that accurate and high-quality advice is provided to the executive and ministers in a timely manner. The person in this role needs to work with others to ensure ACT Property Group meets its responsibilities in a timely manner by providing good quality advice and input to government. A key responsibility in this role is to ensure the Executive Branch Manager is supported in performing their role, ensuring we meet our obligations and provide quality advice and input to the government. The position also provides a coordination function to the Branch, managing communication with the Executive Group Manager's area and ministerial responses ensuring a high level of service and support is provided.

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:

This position requires a current driver's licence (car).

Qualification/s in management, administration or government are desirable.

Notes: This is a temporary position available for up to four months. This position is available to ACT Government officers and employees only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Tania Shaw (02) 6205 9937 Tania.Shaw@act.gov.au

Commercial services and infrastructure group

ACT Property Group

Estate Management and Procurement

Procurement and Contracts Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 21850)

Gazetted: 14 April 2021

Closing Date: 21 April 2021

Details: Do you have experience managing contracts and procurement activities? This is a great opportunity to utilise this experience in a fast-paced environment.

ACT Property Group purchases a large volume of goods and services, including construction and trade services, for the maintenance, management and upgrade of ACT Government owned and managed properties. This role works within the organisation and team to ensure that procurement activities occur in a timely manner, in alignment with legislation and regulation and that staff in the organisation have the right skills, policies and processes in place. This team performs the role of Panel Manager for ACT Property Group managed panel contracts. This role is a blend of coordination and hands on procurement and contract 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.

Eligibility/Other Requirements:

Hold or have the capacity to obtain White Card and Asbestos Awareness.
a current driver's licence.

Relevant training and/or qualifications in procurement, contracting or property management are highly desirable.

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

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

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

Please submit the following:

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

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

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

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

2. A current Curriculum Vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

3. Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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: Teresa Morey (02) 6207 6528 teresa.morey@act.gov.au

Economic Development

Visit Canberra

Director (International and Partnerships)

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 32973)

Gazetted: 13 April 2021

Closing Date: 4 May 2021

Details: The Director, International and Partnerships informs and leads all international tourism, partnerships, and industry development activities for the ACT. The role requires excellent understanding of the tourism landscape from the perspective of international trade and distribution, aviation, stakeholder engagement, and grants and funding.

This role will utilise leadership and motivation skills to lead the day-to-day for the international and partnerships, including team management, strategic planning, communications, financial and Human Resources (HR) accountabilities.

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:

Highly Desirable:

- Detailed knowledge of the tourism and hospitality sectors including trade & distribution, aviation, accommodation, and experience deliverers.
- Tertiary qualifications in business or a related discipline.
- Current Australian driver's licence.
- Ability to work flexible hours.
- Ability to travel domestically and internationally.
- Current Passport

Notes: This is a full-time temporary position available for a period of 12 Months with the possibility of an extension and/or permanency. An order of merit may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only. Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to work from home safely and effectively. A gradual return to the workplace is anticipated, including the advertised role. This position will be moving to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a one-to-two-page response addressing the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; your curriculum vitae and contact details of two referees.

Contact Officer: Manasi Ahuja (02) 6207 0215 Manasi.Ahuja@act.gov.au

Economic Development

Business and Innovation

Director, Business, and Industry

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 47485)

Gazetted: 13 April 2021

Closing Date: 27 April 2021

Details: The Economic Development Division is seeking an experienced candidate for the position of Director within Business and Innovation. The successful applicant will have experience managing economic development programs and activities as well as an in-depth understanding of the ACT Government Economic Development priorities. As a Director, you will need to have excellent leadership and communication skills and have a demonstrated ability to manage competing priorities, working with people across different levels.

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

Note: This is a temporary position available from 1 July 2021 until 31 January 2022, with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. A merit pool will be established from this recruitment process and may be used to fill future identical vacancies over the next 12 months. Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to work from home safely and effectively. A gradual return to the workplace is anticipated, including the advertised role. This position is in a workplace designed for activity-based working (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 Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; including your curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Glen Hassett (02) 6205 5346 glen.hassett@act.gov.au

Property and Venues

National Arboretum Canberra and Stromlo Forest Park

Stromlo Forest Park

Senior Land Management Officer

Senior Officer (Technical) Grade C \$110,397 - \$118,832, Canberra (PN: 40116)

Gazetted: 13 April 2021

Closing Date: 4 May 2021

Details: The National Arboretum Canberra and Stromlo Forest Park Branch is seeking an experienced and highly motivated candidate to fill the role of Senior Land Management Officer, based at Stromlo Forest Park (SFP). The successful candidate will report directly to the Branch Operations Manager and will be responsible for developing and implementing a high standard of land management programs across SFP.

With limited supervision, the Senior Land Management Officer will provide guidance, direction, and leadership regarding the planning, implementation, and review of a range of maintenance and project-based programs at SFP. The role also entails the management of all event and venue operations for SFP, in conjunction with the SFP Marketing and Events Assistant, and as required with additional support from the National Arboretum Canberra event team.

Strong communication skills and digital aptitude are essential for this role, the successful candidate will be required to liaise at various levels across a range of areas with contractors, external stakeholders and throughout Government, whilst maintaining a high degree of professionalism. The candidate will also need to adhere to and promote the principles of the Respect Equity and Diversity (RED), Work Health and Safety, and the ACTPS Values and Signature Behaviours to maintain a safe, healthy, and fair workplace for all staff.

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:

Mandatory: Current driver's licence.

Highly Desirable:

Formal land/facilities management qualifications.

Construction White Card.

Other Requirements:

First aid certificate or willingness to obtain.

This position requires a pre-employment medical.

This position may involve direct supervision of staff.

Note: This is a permanent full-time position. Selection may be based on application and referee reports only.

How to Apply: Please provide a written response to the Selection Criteria and a copy of your current curriculum vitae, including contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amalie Shawcross (02) 6207 7603 amalie.shawcross@act.gov.au

Digital Data and Technology Solutions

Strategic Business

Director Reporting Budgeting and Financial Services

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 14585)

Gazetted: 12 April 2021

Closing Date: 3 May 2021

Details: Do you want to make a difference to the ACT Community? Do you want to be part of an innovative business and friendly/culture that supports staff, lifestyle balance and career progression? Then the Digital Data and Technology Solutions (DDTS) Finance team is looking for you! DDTS' vision is to provide efficient, effective services based on accountability and best practice. You will be responsible for a wide range of Reporting, Budgeting and Financial Services related activities including undertaking data analysis as well as leading a team of finance professionals to meet high priority deliverables. You will have very good communication skills which will greatly assist you in providing support to your managers, working in a dynamic and complex environment. We want an innovative, forward-thinking professional who does not mind digging into data and searching for potential loopholes and vulnerabilities. Your enthusiasm, analytical skills and forensic potential as well as your ability to manage and prioritise workloads will ensure your suitability for the role. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive

workplace. As part of this commitment, Aboriginal and Torres Strait Islander people, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: The online application form requires a curriculum vitae, copies of qualifications and a 2-page written response demonstrating your suitability against What You Will Do, Professional/Technical Skills and Knowledge, and Behavioural Capabilities required for this role as outlined in the attached Position Description. A referee report will be requested upon completion of the interview process.

Applications should be submitted via the Apply Now button below.

Contact Officer: Savita Cooke (02) 6207 9406 savita.cooke@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Business Enablement and Analysis Services

Automation Development Officer

Information Technology Officer Class 2 \$87,715 - \$100,388, Canberra (PN: 46689)

Gazetted: 12 April 2021

Closing Date: 26 April 2021

Details: Business Improvement team within the ICT Strategic Branch passionate about innovation and improving service delivery across the ACT Government to enhance customer experience.

Do you enjoy being involved in project work, where you are able to analyse, design, document, develop, and set up automated processes using Robotic Process Automation (RPA) and other Artificial Intelligence platforms? Is delivery of customer centric outcomes by using your Business Analyst skills to translate and capture requirements of interest to you? Are you someone who is results driven, has experience in delivering robust technical solutions with some knowledge or exposure of coding and basic programming languages?

If you think this sounds like you have the skills, then look no further.

We are looking for a like-minded person to join our team as an Automation Development Officer. This role will work closely with various teams under limited supervision to achieve results in a fast paced and deadline driven environment. You will have the exciting opportunity to work in this innovative area, collaborating with stakeholders to integrate systems with the use of robotics, alongside a great team that's committed to delivering quality outcomes.

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:

Minimum of 2 years of experience as an RPA developer – Mandatory.

Basic understanding of service management platforms such as Service Now including Orchestration and Integration is desirable.

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

How to Apply: Your suitability for this position will be assessed based on your Skills, Knowledge and Behaviour in relation to the Duties/Responsibilities of the role listed in the Position Description. If you think you're up for it, please send us your curriculum vitae and a two-page pitch using examples to demonstrate the ability, experience, and qualification you will bring to the role while outlining why you think you're the best person for this job.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anisa Hasan (02) 6205 7664 anisa.hasan@act.gov.au

Commercial Services and Infrastructure

Property and Venues

Venues Canberra

Senior Director - Safety, Security and Emergency Management

Senior Officer Grade A \$151,002, Canberra (PN: 49169)

Gazetted: 12 April 2021

Closing Date: 12 May 2021

Details: Venues Canberra is responsible for the hosting of events at the Territory's major venues, being Exhibition Park in Canberra, GIO Stadium and Manuka Oval; and the management and operation of these venues. The Senior Director - Safety, Security and Emergency Management reports to the Executive Branch Manager of Venues Canberra and leads the Safety, Security and Emergency Management team. This senior position is responsible for facilitating the development, implementation and review of strategic and operational policy and programs to assist in the protection of Venues Canberra sites from related security risks. Additionally, the Senior Director - Safety, Security and Emergency Management provides oversight of the WHS framework to ensure a safety culture within Venues Canberra and complies WHS and security risk assessments to ensure safe and secure events at all Venues Canberra sites.

The successful applicant will be able to demonstrate experience in managing the safety and security of a large business within an entertainment, stadium or crowded place environment and the development of practical risk/threat assessments and practical mitigation strategies to address complex security issues within these environments.

Strong management and leadership skills and highly developed communication skills within a large public organisation are essential for liaising with government and non-government agencies and undertaking projects involving multi-disciplinary agencies.

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

Eligibility/Other Requirements:

Tertiary qualifications in security, risk management, emergency management and investigations is highly desirable. Qualifications in exercise management / writing will be considered favourably.

Essential:

C Class Driver's License.

The ability to perform regular after hours, public holidays and weekend work in support of booked events.

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

Desirable:

Possession of or the ability to acquire a first aid certificate.

Possession of a Negative Vetting Level 1 Security Clearance.

How to Apply: Applications should provide a written response to the Selection Criteria along with a current curriculum vitae including the name of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Elkins (02) 6256 6708 Matthew.Elkins@act.gov.au

Shared Services

Finance Operations

Debt Management

Debt Management Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 07267)

Gazetted: 12 April 2021

Closing Date: 26 April 2021

Details: As a Debt Management Officer you will play a key role in actively providing specialist expertise in the recovery of outstanding debt. Primary duties will include debt recovery, arrangement monitoring, hardship assessment, customer contact and assisting in operational advice and support within the Finance Operations Team. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Professional / Technical Skills and Knowledge

1. Demonstrated experience in debt management functions in the delivery of recovery services. Working knowledge of the regulatory environment is highly regarded e.g., Privacy Act, ASIC/ACCC Debt Collection Guidelines, Hardship / Vulnerability Assessments.
2. Experience in, or the ability to rapidly acquire a good working knowledge of, financial processing systems e.g., Collexus, Oracle or similar and demonstrated experience and proficiency with Microsoft Office applications

Behavioural Capabilities

1. Demonstrated organisational skills of high order including the ability to effectively manage and prioritise workloads whilst ensuring attention to detail, maintaining high standards of quality and meeting deadlines.
2. Demonstrated skill in negotiating and resolving conflict, ability to speak persuasively and listen critically, and prioritise multiple tasks to ensure the successful completion of each debt collection attempt.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Previous applicants need not apply and will be considered in the recruitment process.

How to apply: Please provide responses of no more than two pages in total 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: Robert Miller (02) 6207 8119 Robert.Miller@act.gov.au

Access Canberra

Projects, Governance and Support

Government, Business and Coordination

Director - Government, Business and Support

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 15323)

Gazetted: 09 April 2021

Closing Date: 23 April 2021

Details:

Are you a juggler at heart? Do you want to experience juggling multiple tasks while walking on a tight rope of deadlines and reporting to multiple stakeholders? Are you game enough to lead a team with high priority items with minimal guidance and direction? Are you a good customer service person? What would your clients say about you?

At Access Canberra, we find innovative solutions that create positive change in our community. We are often the first point of contact for anyone wanting to interact with the ACT Government and we are working to make this process easier, simpler, and faster for all.

We currently have an expected permanent vacancy and are looking for an energetic, results-driven person to fill the position of Director of the Government, Business and Coordination team. The work is highly visible, and the team are the centre of work to support the Minister, the Assembly and Access Canberra's Executive on all things ministerial and government business.

The team works in a fast-paced environment, preparing and coordinating Cabinet and Legislative material as well as Ministerial Correspondence for all of Access Canberra. They also provide coordination across all of Access Canberra's functions, and provide secretariat support to the Gambling and Racing Commission and other forums. 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Notes: This is an expected permanent vacancy. Access Canberra operates under activity-based working (ABW) arrangements. Under ABW arrangements, officers do not have a designated workstation/desk. Current and former ADF members are encouraged to apply. 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: To apply for this role please submit a maximum two-page pitch addressing the skills, knowledge and behaviours listed in the selection criteria, your current curriculum vitae, and details of two referees, one of which should have worked with you.

Contact Officer: Natalie Maclean (02) 6207 0704 Natalie.Maclean@act.gov.au

Finance and Budget Group

Senior Analyst

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 33517)

Gazetted: 08 April 2021

Closing Date: 22 April 2021

Details: Are you looking for an exciting opportunity to work on a wide breadth of issues in the ACT Government? Do you want to help develop and manage budgets, develop financial related policy advice for Government or work with a range of statutory related financial reporting issues?

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

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

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

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

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

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

Notes: This is a temporary position available immediately until 11 April 2022 with the possibility of extension and/or permanency. An order of merit will be established from the selection process and may be used to fill future vacancies over the next 12 months. This position has moved to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the Position Description and apply by providing the following documents: a written response addressing all the Selection Criteria (no longer than three pages in total) demonstrating why you are the right person and your current curriculum vitae including details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mimi Dyll 0410 512 433 mimi.dyall@act.gov.au

Access Canberra

Projects, Governance and Support

Governance and Workforce Capability

Assistant Director Governance

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 55661)

Gazetted: 08 April 2021

Closing Date: 22 April 2021

Details: Seeking a strategic thinker to implement and maintain a range of Governance activities including Strategic Planning, Risk and Business Continuity activities. You are a highly motivated individual who shows initiative.

To be successful for this role you will have the ability to design and deliver upon strategic direction, from design to delivery. Your approach to planning starts with understanding and articulating the cultural needs of our people and our priorities (the Access Canberra way).

You will have an eye for detail, and a continuous improvement approach towards all works. You will demonstrate leadership, stakeholder engagement and interpersonal skills in addition to capable management skills.

You will have experience in and/or a good working knowledge of the operational aspects of governance and procedures and an understanding of their application in relation to division operations, including Privacy coordination.

Does this sound like you? For more details about this role please refer to the attached Job Description.

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:

Proficiency in Microsoft Office Suite is desirable.

Related qualifications in Risk Management would be beneficial.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kerrie Wilmot (02) 6207 6317 kerrie.wilmot@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Senior Director, ICT Strategic Finance

Senior Officer Grade A \$151,002, Canberra (PN: 27608)

Gazetted: 08 April 2021

Closing Date: 26 April 2021

Details: Are you a leader with extensive experience in the technical aspects of accounting, costing, auditing, financial management in the public sector context with the proven ability to interpret complex financial information? Do you like to work in a fast-paced work environment? Do you have strong verbal and written communication, stakeholder engagement, negotiation, and leadership skills? Then Senior Director, ICT Finance is the job for you!

The Strategic Business Branch in the Digital, Data and Technology Solutions Group (DDTS) is seeking a Senior Director who has experience managing an information architecture for cost recovery, strategic financial planning, business planning, service cost modelling and monitoring, service benchmarking and funding management. The role is accountable for providing operational support to the Executive Branch Manager and may have to work with other senior leaders to manage the ICT Strategic Finance functions.

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: Please see position description for eligibility and qualification requirements.

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

How to Apply: Please submit a maximum three-page pitch providing examples demonstrating your suitability against the Professional/Technical Skills and Knowledge and Behavioural Requirements for this role outlined in the Selection Criteria to demonstrate proficiency, contact details of at least two referees and current curriculum vitae.

Contact Officer: Jenna McVeigh (02) 6205 3199 jenna.mcveigh@act.gov.au

Access Canberra

WWVP Background Screening

Assistant Manager - Background Screening Unit

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 42553)

Gazetted: 12 April 2021

Closing Date: 19 April 2021

Details: The Working with Vulnerable People Background Screening Unit is looking for someone with experience in managing the delivery of high-level client services and workflow, including both quantity and quality of outputs. The successful applicant will be responsible for managing the day to day running of a busy team, who receive, triage and process applications for Working with Vulnerable People registrations. The position also includes corresponding with external agencies to collect information to assist in the registration assessment process.

Eligibility/Other requirements:

Notes: This is a temporary position available for a period of six months with the possibility of extension and an order of merit list may 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:

To apply for this role, applicants are asked to provide a two-page written response to the selection criteria and listing two referees. Your response should demonstrate your suitability for this role based on the duties/responsibilities and selection criteria.

Contact Officer: Keith Ward (02) 6207 1921 keith.ward@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

Children, Youth and Families

Child and Youth Protection Services

Legal Services

Legal Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 11631)

Gazetted: 14 April 2021

Closing Date: 30 April 2021

Details: The Legal Officer is responsible for the provision of legal service delivery including the processing of cases, routine court matters, providing training for Case Managers on legal aspects of their role including preparation for Court. Legal Services Team within Child and Youth Protection Services, functions include but are not limited to:

Representing the Director-General in:

the ACT Children's Court on care and protection and youth justice matters.

Supreme Court, Family Court (FCA), Coroner's Court and Federal Circuit Court (FCC).

Court ordered meetings and mediations.

Provides specialist advice, guidance, or practical assistance on legal matters.

Manages and monitors court matters.

Processes Notices of Risk under the *Family Law Act 1975*.

Interstate liaison functions.

Eligibility/Other Requirements: Current driver's licence

Desirable:

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

Previous experience working in a legal office and/or currently studying Law.

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

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

How to Apply: Applicants 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: Anne Martens (02) 6205 8025 anne.martens@act.gov.au

Children, Youth and Families

Child and Family Centres

Child and Family Worker

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 33617, several)

Gazetted: 12 April 2021

Closing Date: 28 April 2021

Details: The position is responsible for providing effective culturally proficient interventions for children and families, including group programs. As part of an integrated team, the Child and Family Workers will also identify, develop, implement, and evaluate community development and education initiatives that work to strengthen the community for optimal child development outcomes. This position will work from the Centres and in outreach settings such as schools and early childhood settings. They will be responsible for establishing effective and sustainable partnerships across schools, communities, government and non-government agencies and the business sector.

The position is responsible for providing effective culturally proficient interventions for children and families, including group programs. As part of an integrated team, the Child and Family Workers will also identify, develop, implement, and evaluate community development and education initiatives that work to strengthen the community for optimal child development outcomes. This position will work from the Centres and in outreach settings such as schools and early childhood settings. They will be responsible for establishing effective and sustainable partnerships across schools, communities, government and non-government agencies and the business sector.

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:

Applicants must possess a relevant degree such as Social Work, Psychology, Early Childhood Education or a related field.

At least three years post qualification experience in a relevant field of case management working with children and families.

Currents drivers' licence is essential.

A sound knowledge and understanding of the social and economic issues affecting children, young people and their families within the ACT Government.

Prior to commencing in this role, a current registration issued under *the Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with Vulnerable people registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Additional information

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

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Please note the successful applicant could be placed at any of the Child and Family Centres located in Canberra. West Belconnen, Gungahlin, and Tuggeranong.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Gerard Nolan (02) 6205 0229 Gerard.Nolan@act.gov.au

Office of the Director General

Quality, Complaints and Regulation

Office of the Senior Practitioner

Senior Director - Office of the Senior Practitioner

Senior Officer Grade A \$151,002, Canberra (PN: 44359)

Gazetted: 09 April 2021

Closing Date: 23 April 2021

Details: The Office of the Senior Practitioner (OSP) is looking for a Senior Director to support the Senior Practitioner in carrying out the functions of the *Senior Practitioner Act 2018*.

The OSP supports the powers and functions of the Senior Practitioner in providing leadership and independent oversight to improve the lives of all people who are vulnerable and potentially subject to restrictive practices. The Senior Practitioner regulates the use of restrictive practice by persons or other entities who provide services in education, education and care, care, and protection of children and/or disability services.

Under the *Senior Practitioner Act 2018*, the Senior Practitioner has the following functions:

To guide decision making and promote positive alternatives to restrictive practices and preserve a person's rights and freedoms.

To ensure, to the greatest extent possible, that the rights of people who may be subject to restrictive practices are protected.

To develop guidelines and standards on the use of restrictive practices.

To disseminate information, provide education, and give advice about restrictive practices and the rights of people who may be subject to them.

To give directions to providers about the use of restrictive practices under positive behaviour support plans.

To develop links and access to professionals, professional bodies, and academic institutions to promote knowledge and training in restrictive practices; and

To carry out research and provide information on best practice options to providers.

The Senior Practitioner also has powers to:

Receive complaints about anything done by a provider in relation to a positive behaviour support plan that permits the use of a restrictive practice, or about the use of a restrictive practice by a provider.

Conduct investigations, either in response to a complaint or on their own initiative, where restrictive practices are a concern; and

Issue a direction to a provider if, after investigating a complaint, the Senior Practitioner is satisfied on reasonable grounds that action needs to be taken in relation to a positive behaviour support plan and/or use of a restrictive practice.

Eligibility/Other Requirements:

Essential qualifications and experience

Demonstrated expertise in implementing positive behaviour support.

Working with Vulnerable People registration

Desirable qualifications and experience

Experience leading allied health or other practitioners in social services settings.

How to Apply: Please submit a 'pitch' against the Selection Criteria of no more than three pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Waterford (02) 6205 9104 michelle.waterford@act.gov.au

Cultural Facilities Corporation

ACT Historic Places

Museum Program Producer

Professional Officer Class 1 \$61,931 - \$85,873, Canberra (PN: 8507)

Gazetted: 14 April 2021

Closing Date: 30 April 2021

Details: ACT Historic Places is seeking a talented museum professional to lead the development and delivery of social history based lifelong learning, public, digital and outreach programs, exhibitions, and events for groups and visitors from diverse backgrounds. The successful applicant will have demonstrated experience in developing, managing, delivering and evaluating innovative, engaging public programs and curriculum-based learning programs in a cultural institution/environment; high level interpersonal, oral and written communication skills; ability to research information from a variety sources and present this information in innovative ways to a range of audiences; ability to work independently and as part of a multi-disciplinary team; and strong administrative, program management, budgeting and reporting skills with a high digital literacy. Please note each Museum Program Producer will be assigned a work program that specialises in a particular type of program for a fixed period, whilst also assisting with other programs types. This position will focus on Learning Programs for school groups for the duration of the 12-month contract.

Eligibility/Other Requirements: Qualifications in Teaching, Education or equivalent industry experience are essential. An understanding of Australian history and geography, the principles of historic site interpretation and ability to work with online learning software would be an advantage.

Note: This is a temporary position available for 12 months with the possibility of permanency. This position is part-time at (29:24) hours per week and the full-time salary noted above will be pro-rata.

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

Contact Officer: Jodie Cunningham (02) 6207 4853 jodie.cunningham@act.gov.au

ACT Historic Places

Director, ACT Historic Places

Senior Professional Officer Grade A \$151,002, Canberra (PN: 9021)

Gazetted: 12 April 2021

Closing Date: 19 April 2021

Details: The Cultural Facilities Corporation is a statutory enterprise of the ACT Government, based in Canberra. It manages a number of the ACT's major cultural assets, including the Canberra Theatre Centre, the Canberra

Museum and Gallery, and ACT Historic Places, which comprises three heritage-listed sites: Lanyon, Calthorpes' House and Mugga Mugga. We are seeking a dynamic individual with high level strategic ability and leadership skills in the context of historic buildings/sites/collections, to manage ACT Historic Places, positioning these sites as places not just of historical significance but of continuing relevance. The position is part of our senior management group and is responsible for leading a team of professional staff and dedicated volunteers in achieving outcomes. The successful individual will have high level ability to provide a strategic vision for ACT Historic Places and to contribute to corporate goals.

Eligibility/Other Requirements: Tertiary qualifications in cultural heritage management, Australian social history and/or other relevant discipline highly desirable.

Current driver's licence essential.

Note: Occasional out of hours work will be required.

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

Contact Officer: Harriet Elvin (02) 6207 3976 harriet.elvin@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

Business Services

People and Performance

Senior Advisor - Recruitment Systems

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 43070)

Gazetted: 14 April 2021

Closing Date: 28 April 2021

Details: The Senior Advisor, Recruitment Systems will support the Directorate in the design and development of systems within ACTPS ICT parameters to support the Recruitment Team, ACT Public Schools, and the Education Support Office.

The Recruitment Section sits within People and Performance Branch and is responsible for education employment support, improving the quality of student learning through attracting, developing, and retaining a skilled and high performing workforce. The Section provides advice and operational support about staff recruitment and deployment, establishment management, resource allocations, recruitment and movement of staff and conditions of service and staff entitlements.

Eligibility/Other Requirements:

This position is temporary with the possibility of permanency. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Completion, or near completion of an associate diploma or higher qualification in computing/information science or significant relevant work experience is highly desirable.

Notes: This is a temporary position available immediately for the remainder of 2021 with the possibility of extension and/or permanency.

How to Apply: Applicants should provide a written response with regard to the professional and technical skills and knowledge outlined in the position description. Responses should be accompanied by an up-to-date resume/CV and referee contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Tranda (02) 620 57390 Michelle.Tranda@act.gov.au

School Performance and Improvement

Tuggeranong Network

Lanyon High School

Japanese and another area Teacher - Lanyon High School

Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 06249)

Gazetted: 14 April 2021

Closing Date: 28 April 2021

Details: Lanyon High School is seeking a highly motivated, dynamic educator to join our learning community. This position is for an innovative and motivated teacher of Japanese, with the ability to teach in another area. Potential applicants should have a sound knowledge of the Australian Curriculum (languages – Japanese and other learning area) and be able to demonstrate their capacity to build effective relationships with students and their families. Successful applicants will be passionate educators with effective classroom pedagogy and a commitment to meeting the academic and social needs of a diverse range of learners.

Eligibility/Other Requirements:

A minimum of 4 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* 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.

Notes: This is a temporary position available immediately for a period of 6 months with the possibility of extension and/or permanency. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

How to Apply: Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers. Your two-page statement does not need to address each individual standard 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.

Referees

In choosing referees, consider how well they know your work and can speak about your capabilities. Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

The selection process: 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.

Applications should be submitted via the Apply Now button below.

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: Rebecca Cusick (02) 6142 1800 rebecca.cusick@ed.act.edu.au

Service Design and Delivery

Universal School Support

Senior Project Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 38905)

Gazetted: 12 April 2021

Closing Date: 26 April 2021

Details: The Universal School Supports branch is looking for an enthusiastic individual to undertake a Senior Project Officer position with the Universal School Support team, with a focus on providing secretariat support for committees that the team manages. Our ideal candidate will have demonstrated secretariat capabilities with the ability to prepare high quality minutes, meeting papers, and to follow up on committee actions. We are also seeking someone with excellent interpersonal, communication and relationship building skills, with the ability to work collaboratively in supporting schools to deliver high quality educational outcomes for students. The successful candidate should be able to comfortably engage with legislation and provide quality advice to stakeholders, including committee members. The role will also involve the ongoing development of 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: An understanding of animal ethics, including relevant local and national legislation that applies to ACT schools, is desirable.

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

How to Apply: Please provide a statement of claims, no longer than two pages, against the selection criteria reflecting on your experience and how it relates to the position description, and skills and abilities. A written assessment may be required as part of the selection process. Please also provide a current curriculum vitae and details of two referees who have a thorough knowledge of your work performance and outlook.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jason Borton (02) 6205 1099 Jason.Borton@act.gov.au

School performance and improvement

South and Weston

Canberra College

Japanese Teacher

Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 16304)

Gazetted: 09 April 2021

Closing Date: 23 April 2021

Details: Canberra College's language department is implementing programs in a variety of European and central and South-East Asian Languages. The college currently has a requirement for a Japanese teacher to teach an 80% load or 28.84 hours on-site per week, Monday to Thursday.

The contract is for 2021 however, there is the potential for continuation. Canberra College's language department is a dynamic growing faculty with a wealth of experience for new staff to leverage upon. Note that the Japanese course includes students at beginner, intermediate and advanced skill levels.

As such, prospective applicants should be capable of teaching at a variety of levels.

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.

Teacher Quality Institute (TQI) registration

Speaking and writing skills in the target language at least equivalent to completion of a university sub-major or minor, or level B2 in the Common European Framework of Reference for Languages

Evidence of a sound understanding of language teaching methodology

ICT capabilities including the ability to identify suitable authentic source documents in the target language and to curate online learning resources for access by students. Assistance can be provided in developing these skills.

Notes: This position is part-time at 28:50 hours per week and the full-time salary noted above will be pro-rata. This is a temporary position available for a period from 19 April 2021 up till 27 January 2022. Selection may be based on application and referee reports only.

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

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

In choosing referees, consider how well they know your work and can speak about your capabilities. Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachel Weeks (02) 6142 3288 rachel.weeks@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Environment

ACT Parks and Conservation Service

National Parks and Catchments

Park Ranger

Park Ranger 2 \$73,248 - \$79,310, Canberra (PN: 35895, several)

Gazetted: 14 April 2021

Closing Date: 28 April 2021

Details: ACT Parks and Conservation Service (PCS) is looking to recruit two rangers for a vacant position at both the Tidbinbilla Nature Reserve and Cotter depots. These roles have a focus on delivering ambitious projects, working collaboratively with the public and other stakeholders, including maintaining recreational areas and delivering interpretation activities, and implementing invasive species programs. These positions also require skills in planning and implementing large natural resource management projects including supervising staff, contractors, and volunteers.

Eligibility/Other Requirements:

Mandatory:

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

be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training and search and rescue operations.

be prepared to work a shift roster, weekends, public holidays, or evening shifts at any site within a region on an "as needs" basis.

be prepared to wear a uniform.

possess a manual drivers' license; and

be an Australian citizen, have permanent residency status or a visa permitting you to work permanently in Australia.

Desirable:

A relevant tertiary qualification or substantial relevant work experience.

Experience working with captive animals and threatened species recovery programs.

A current Advanced First Aid Certificate or capacity to obtain one.

Notes: 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: Please submit a written application addressing the selection criteria limiting responses to 200 words per criteria, along with your current curriculum vitae, listing two referees and their contact details. Applications should be submitted via the Apply Now button below.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicholas Daines (02) 6207 8980 Nicholas.Daines@act.gov.au

Office of the Director General

Engagement and Executive Support

Communications

Graphic designer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 24708)

Gazetted: 13 April 2021

Closing Date: 20 April 2021

Details: The Environment, Planning and Sustainable Development directorate is seeking a talented graphic designer who has a passion for developing compelling and creative design solutions across both print and digital. As part of a small team, you will work on branding and design projects that are community-focussed and help to communicate the Directorate's important work to key stakeholders and the Canberra community.

You will be responsible for developing and producing high quality visual communications to support outputs across a variety of different media types and channels, including advertising, publications, websites, and social media among other digital and print products.

If this sounds like you, we encourage you to apply!

Eligibility/Other requirements:

Relevant tertiary qualifications and a minimum of two years' experience working professionally in graphic design is preferred. The ability to work flexibly with some out of hours work is required.

Notes: This is a temporary position available immediately until 15 October 2021 with the possibility of extension and/or permanency. This position works in an activity-based working (ABW) environment. Under ABW arrangements, officers do 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: 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: Melanie Clarke (02) 6207 1286 Melanie.Clarke@act.gov.au

Statutory Planning

Executive

Senior Director (Planning Operations)

Senior Officer Grade A \$151,002, Canberra (PN: 44503)

Gazetted: 13 April 2021

Closing Date: 27 April 2021

Details: Are you a leader with experience working in planning or regulation. Do you like a fast-paced work environment and providing guidance to support statutory decision making. Do you have strong written communication and leadership skills? Then Senior Director, Planning Operations is the job for you! The Statutory Planning Division is seeking a Senior Director to manage the division's obligations under the *Planning and Development Act 2007* and for overseeing the implementation of the division's integrity plan. In this role, the Senior Director will be responsible for providing guidance and direction to Statutory Planning staff and contributing to the higher-level decision making of the division. The role involves some regulatory reform work and will require flexibility and adaptability to respond to a range of requests.

Eligibility/Other requirements:

Experience or qualifications in Urban Planning, Law or Government Administration would be an advantage.

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

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 relation to the selection criteria, contact details of at least two referees and a current curriculum vitae. Applications should be submitted via the Apply Now button below.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brett Phillips (02) 6207 3520 brett.phillips@act.gov.au

Environment, Heritage and Water

Parks and Conservation Service

Fire, Forest, and Roads

Director - Fire Operations

Senior Professional Officer Grade B \$130,018 - \$146,368, Canberra (PN: 51236)

Gazetted: 09 April 2021

Closing Date: 16 April 2021

Details: This position sits within the Fire, Forestry and Roads Section (FFR) within the ACT Parks and Conservation Service (PCS). The section is responsible for the planning and delivery of bushfire mitigation and preparedness activities, management of the ACT fire trail network on public lands and commercial forestry operations. An essential and expanding part of the work undertaken by the FFR unit is the incorporation across the landscape of both Ngannawal cultural burning and ecological burning.

Eligibility/Other Requirements:

Mandatory

Extensive experience in fire operations in a land management agency.

Relevant degree level qualifications and extensive experience in Forestry, Natural Resource Management or equivalent with a particular focus on operational fire management.

You will be required to:

Undertake bushfire related activities, including bushfire suppression.

Work a shift roster, weekends, public holidays, or evening shifts at any site on an “as needs” basis.
wear a uniform.

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

possess and maintain a current driver’s licence.

Be able to meet the appropriate firefighting fitness standards to at least the moderate level of the national firefighting task-based assessment (assessed annually).

Desirable: Nationally recognised qualifications in a functional role under the Australian Inter-Agency Incident Management system (AIIMS).

A current First Aid Certificate.

Notes: This position is classified as “Fire Trained Employee” under the *ACT Public Sector Technical and Other Professional Enterprise Agreement 2018-2021*. Bushfire related activities, including bushfire suppression and rostered standby, is a mandatory component of the position. Appointment / promotion / transfer to the position is conditional upon successful completion of a nationally recognized firefighting task-based fitness assessment. Selection may be based on application and referee reports only.

How to Apply: Please provide a response to the Selection Criteria (no more than half a page per criteria) outlined in the attached Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Neil Cooper (02) 6207 2488 neil.cooper@act.gov.au

Environment

Resilient Landscapes

Biosecurity and Rural Services

Manager Invasive Plants and Pest Plants

Senior Officer (Technical) Grade C \$110,397 - \$118,832, Canberra (PN: 50000)

Gazetted: 09 April 2021

Closing Date: 23 April 2021

Details: Biosecurity and Rural Services is a section within the Environment division that provides technical expertise and coordinates programs across the Directorate on biosecurity, rural land management and livestock production, invasive species, and kangaroo population management.

We are seeking a highly skilled individual to manage the Invasive Plants and plant disease Biosecurity program within the ACT to deliver agreed outcomes on time and within budget. This will include:

Manage the Invasive plant and pest biosecurity team to deliver agreed outcomes on time and within budget.

Provide oversight and strategic direction of invasive plant management on Parks and Conservation managed land and other ACT land tenures

Provide oversight of the use of restricted invasive plant control pesticides across the ACT in accordance with relevant legislation

Maintain an invasive plant and plant disease biosecurity emergency response capability including the capacity to undertake incident management duties for biosecurity incursions.

Develop and coordinate the implementation of the annual Invasive Plants Operations Plan and associated IT mapping support systems across the ACT consistent with relevant Management Plans.

Represent the Directorate and the Branch as required and develop community engagement programs with commercial enterprises, rural landholders, community groups and the general community to raise awareness of invasive plant and plant disease biosecurity. Liaise with other Directorates to coordinate and cooperate in achieving jointly the objectives of the Branch. Manage/supervise staff associated with the Invasive plants and plant pest unit. Oversee biosecurity surveillance programs implemented by Biosecurity and Rural Services (e.g., fruit fly surveillance program)

Eligibility/Other Requirements: This position is a Designated Fire Position. 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 submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Warren Schofield (02) 6207 8480 warren.schofield@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Custodial Operations

Detainee Induction Coordinator

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 35184)

Gazetted: 14 April 2021

Closing Date: 28 April 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.

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

ACT Corrective Services

Corporate Services

People and Culture

Workforce Support Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 51074, several)

Gazetted: 09 April 2021

Closing Date: 23 April 2021

Details: ACT Corrective Services (ACTCS) is looking for enthusiastic, motivated, and conscientious people to fill the positions of Workforce Support Officer (ASO4) in the People and Culture Unit.

The successful applicant will undertake rostering services across ACTCS, including filling the day-to-day Correctional Officer Roster and the timely management and processing of allowances, overtime and leave through the Kronos system. In addition, you will provide administrative support to the Senior Director, People and Culture relevant to the management of workforce matters and rostering, and draft and provide input into the development of guidelines and procedures. Further to this, you will ensure ACTCS employees are provided with timely and definitive advice related to the employment lifecycle, including conditions of employment and payroll matters, allowances, overtime, and leave.

To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy environment and possess excellent interpersonal, organisational and communication skills.

Eligibility/Other requirements: Experience in rostering with computer-based programs such as Kronos, Human Resources, Payroll, or equivalent experience is highly desirable. The successful candidate may be required to undergo a criminal record check.

Notes: There are several positions available for a period of six 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.

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, and 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.

Contact Officer: Megan Vincent (02) 6205 1754 megan.vincent@act.gov.au

Legal Aid Commission

General Practice

Legal Support Supervisor (General Practice)

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 1140)

Gazette Date: 15 April 2021

Closing Date: 02 May 2021

Details: Legal Aid ACT has three in-house legal practice areas - General Practice, Criminal Law Practice and Family Law Practice. The Legal Support Supervisor, General Practice, is responsible for organising and supervising the administrative tasks for this practice.

You will be required to attend to the more complex enquiries and tasks for the practice and the general day to day support staffing and allocation of work.

Ideally you will have an understanding of court procedures in the ACT and experience in supervising staff.

Further information is available from the attached Position Description or by contacting Derek Schild, Head of General Practice on 6243 3403 or by emailing derek.schild@legalaidact.org.au or hr@legalaidact.org.au

Note: This is a temporary position available for up to 12 months. Attractive salary packaging benefits are available for all staff engaged with Legal Aid ACT.

How to Apply: Applications should address the Selection Criteria, include a curriculum vitae and be forwarded to hr@legalaidact.org.au or the HR Manager, GPO Box 512, Canberra, ACT 2601 by 11:59pm on Sunday 2 May 2021.

Contact Officer: Derek Schild (02) 6243 3403 HR@legalaidact.org.au

Major Projects Canberra

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

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

Light Rail

Assistant Director Design Manager

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 38602)

Gazetted: 14 April 2021

Closing Date: 28 April 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!

Major Projects Canberra (MPC) is responsible for the planning and delivery of light rail services to the people of Canberra.

Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The Design Manager is responsible for leading the management of the project governance and project administration functions for the Design and Technical Project Teams.

You will also support the development and implementation of the Design and Technical Working Groups, including administrative functions and governance processes as required as well as providing high level executive secretarial and administrative support to the Light Rail Design and Technical Working Groups and, through a range of activities including co-ordination of reporting, preparation of agendas and papers required for meetings, the recording, transcribing and distribution of minutes for meetings.

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

Eligibility/Other Requirements:

Desirable:

Relevant tertiary qualifications in an administration or business field will be an advantage.

A good working knowledge of Objective and Microsoft Office will be an advantage.

An understanding of the ACT government business and administrative processes, or equivalent.

Previous experience working in a Light Rail environment.

Note: This is a temporary position available for six months with the possibility of extension up to five years. 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: All applications, including your written response to Selection Criteria and curriculum vitae must be submitted.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Doctor (02) 6207 3330 david.doctor@act.gov.au

Project Development and Support

Communications and Engagement

Communications Support Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: C11718, several)

Gazetted: 12 April 2021

Closing Date: 26 April 2021

Details: The next few years are going to see big infrastructure projects achieve some major milestones right across the city. Major Projects Canberra is leading the planning, procurement, and delivery of these significant and complex projects for the Territory such as Light Rail Stage 2, Canberra Hospital Expansion and CIT Woden.

With some busy years ahead, we are looking for reliable and trustworthy casuals interested in communications, marketing, community engagement or PR, who are looking for opportunities to develop their experience in these fields. In this role you'll be called upon when needed to support the Major Projects Canberra Communications and Engagement Team on tasks such as drafting or creating content; providing support at community events or on project activities; or undertaking research, data analysis or stakeholder mapping.

Working with us will get you involved in some of Canberra's biggest city shaping infrastructure projects that are important to the future of our city.

If this sounds like something, you'd like to be a part of, then we want to hear from you.

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

Eligibility/Other Requirements: An intention or have commenced study in a relevant subject, diploma, or tertiary qualification in the fields of communications, media, public relations, marketing, or public participation is preferred.

Other highly desirable skills include:

Experience in using Adobe Creative Suite and videography production software.

Experience in graphic design is also beneficial.

An understanding of Australian accessibility standards.

Notes: The hours required are not set, may not be regular and may be outside business hours. 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 and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Navarro (02) 6205 0192 tania.navarro@act.gov.au

Light Rail

Executive Assistant

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 51233)

Gazetted: 12 April 2021

Closing Date: 26 April 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 Executive Assistant is responsible for providing high-level executive and administrative support to Light Rail's Executive Branch Manager (EBM), Technical Development and EBM, Commercial. Working closely with the executive support team, under limited supervision, the Executive Assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare correspondence, and manage the diaries of the EBM's including appointment bookings, meetings, and preparation of travel arrangements for the broader team. In addition, the Executive Assistant will provide administrative support in preparing meeting agendas and minutes, reports, briefs as well as the preparation of ministerial correspondence. The role requires an ability to prioritise while supporting a diverse team with variable requirements. The successful candidate will have a high level of independence and impartiality.

The responsibilities for this position consist of coordinating and reviewing communication and incoming and outgoing documentation, prioritising, and monitoring tasks and activities for the Executive Branch Managers including research information as required and prepare confidential correspondence, reports, briefs, including the assembly of supporting documentation necessary for Ministerial correspondence, meetings, and forums.

You will also be required to manage the diary and schedule including arrangement of appointments, meetings and travel as directed, prepare agendas and papers required for meetings including recording, transcribing and distribution of minutes for meetings and provide administrative support to the broader Light Rail Project team as required.

Eligibility/Other Requirements: Experience in the use of Objective and Microsoft Office applications is desirable.

Note: This is a temporary position available immediately up to six months with the possibility of extension up to five years. 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 and contact details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Casey Campbell (02) 6207 7907 casey.campbell@act.gov.au

Infrastructure Delivery Partners

Social Project Management

Senior Project Support Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 01400)

Gazetted: 12 April 2021

Closing Date: 26 April 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!

Infrastructure Delivery Partners provides:

Advice to government on major infrastructure projects.

Project management of the Capital Framework (TCF)

Advice and administration on capital works procurement.

Managing and delivering the majority of Territory funded capital works projects.

Infrastructure and capital works procurement and delivery on behalf of directorates and agencies.

Coordination of Work Health and Safety Active Certification Policy for the ACT Government construction sites; and

Managing the Territory's prequalification system, and developing, implementing, and managing a range of capital works-related policies.

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 Social Infrastructure Branch (SIB) is structured into teams of experienced Project Managers led by Project Directors who provide planning, procurement, contract administration, and design and construction delivery services. Current projects/programs include infrastructure services upgrades, mental health projects, corrective services projects, projects at the Canberra Hospital, including clinical area refurbishments; and community health facilities, all in a range of green and brownfield environments.

The position of Senior Project Support Officer provides high-level managerial and administrative support to the Executive Branch Manager (EBM) Social Infrastructure.

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

Eligibility/Other requirements: Experience in Project Support is highly desirable.

Note: This position is available on a temporary basis 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 and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Babita Busic (02) 6207 0121 babita.busic@act.gov.au

CIT Woden-Campus Project

Project Manager Main Works

Infrastructure Officer 4 \$131,141 - \$148,993, Canberra (PN: 51109)

Gazetted: 08 April 2021

Closing Date: 22 April 2021

Details: Are you our new Project Manager, Main Works?

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

The ACT Government is investing in the order of \$250 million to \$300 million in the new CIT Campus and youth foyer and new public transport interchange and associated works for Woden., to stimulate the local economy and support the urban renewal of Canberra's southern hub.

CIT Campus – Woden will see 22,500sqm of educational, community and transport facilities built in a central, well-connected part of Woden.

The CIT Campus - Woden Project Team is responsible for the planning and delivery of a new CIT Campus to be developed on the site of the existing Woden bus interchange and layover facilities. The project will also include development of a new transport interchange for buses and light rail alongside the new CIT Campus in Callam Street, Woden and supporting layover facilities in Launceston Street and Easty Street.

The new CIT Campus at Woden will represent the largest single investment in CIT infrastructure and will create a future-proofed "Smart Campus" with innovative environmentally sustainable design and digital learning capability as well as contemporary face to face learning environments. The new world class campus facilities will provide students with a future focused campus experience, enhanced industry engagement, start-up incubation and a modernised urban realm for the Woden Community.

The project will also include a new building to be developed at the CIT Bruce Campus to accommodate a group currently located at CIT Reid.

The CIT Campus – Woden Project Team will lead the project planning, procurement, delivery and eventual transfer of the new facilities, in close consultation with CIT, the CIT Campus-Woden Project Board and other key stakeholders.

The development of the CIT Campus-Woden will incorporate extensive sustainable design, Building Information Modelling (BIM) and Smart Precinct/Campus (SP/C) features in the context of the new CIT Campus and Transport Interchange.

The Project Manager Main Works operates from the Delivery section within the CIT Campus-Woden Project Team and reports to the Director Delivery.

The Project Manager Main Works will be required to ensure the project adheres to the government's statutory processes and policies as well as implements value for money design solutions for each package of this project in line with the Government Procurement Act 2001 (ACT), Workplace Health and Safety Act 2011 (ACT), Secure Local Jobs Code, and the Capital Framework.

The Project Manager Main Works is required to provide technical leadership, contribute to the management of all project assignments within the team, and maintain and manage all business standards and documentation. The candidate will also act on behalf of MPC to provide expert advice and direction on technical issues and policies, and their implications in project development and delivery.

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

Eligibility/Other Requirements:

Mandatory

Relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Relevant building degree; or

Significant level of building or Infrastructure knowledge and/or project management experience.

Desirable

Experience managing Design and Construct, and/or the General Contract 21 (GC21) forms of contract.

Road and transport infrastructure development experience.

Education infrastructure development experience

Unrestricted driver's licence.

Ability to move around a construction site, including walking between sites and the office.

Notes: This is a temporary position available immediately for a period up to 4 years. 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 located in the Position Description, 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: John Hawkins (02) 6207 8402 john.hawkins@act.gov.au

Transport Canberra and City Services

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

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

Territory and Business Services

Yarralumla Nursery

Production Supervisor

General Service Officer Level 9 \$75,985 - \$85,873, Canberra (PN: 18418)

Gazetted: 12 April 2021

Closing Date: 3 May 2021

Details: Transport Canberra ensures that buses and light rail are integrated with each other, and with other forms of transport including taxis and active travel elements such as cycling and walking, all of which makes public transport accessible for all Canberrans. The division also includes a range of businesses that deliver essential services to our community. These include Libraries ACT, Canberra Cemeteries, Capital Linen, Yarralumla Nursery, Birrigai and Domestic Animal Services.

Yarralumla Nursery is the largest wholesale nursery in the southern tablelands and sells high-quality, competitively priced plants to landscape and retail customers; Landcare groups; and local, state governments as well as the Australian Government.

As a Production Supervisor at the ACT Government's wholesale nursery, the role is responsible for managing and motivating a team to undertake the propagation, production, and maintenance of over 325,000 cool climate plants per annum in accordance with the nursery's production plan and customer orders; as well as maintaining the nursery's heritage gardens and grounds.

This role requires a person who can lead, energise and positively influence a team and individual outcomes; and has strong horticultural and nursery production skills to grow high quality plants for customers. The ideal candidate will possess effective employee engagement skills and a value-based leadership style to align team performance and develop capacity to achieve nursery objectives.

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:

Trade Certificate III in Horticulture or equivalent.

Diploma in Horticulture (desirable)

At least five years of practical experience in a production nursery.

Chemcert AQF IV or ability to acquire.

Experience in administration and financial processes and procedures.

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

How to Apply: Please address the five criteria listed under "What you require" to demonstrate your capabilities to perform the duties and responsibilities of the position. Please attach copies of qualifications and licences

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Ryan (02) 6207 8230 Belinda.Ryan@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.

Chief Operating Officer Group

Finance

Assets and Capital Works

Director (Capital works and Assets)

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 21241)

Gazetted: 08 April 2021

Closing Date: 22 April 2021

Details: This position is part of a small and dynamic team reporting to the Senior Director, External Budgets and Reporting. The position manages the Directorate's assets as well as reporting of the capital works program. The occupant of the position will have the opportunity to oversee a diverse range of tasks including the management of the Directorate's assets register, Directorate's annual capital works program, the capital works draw down process, reporting of assets in the Directorate's financial statements and assisting with the capital works external budget process. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements: Tertiary qualifications in Commerce and Accounting along with professional membership of CPA/CA or comparable bodies preferable.

Notes: An order of merit list will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Please note, this position 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 should address the selection criteria in a two page 'pitch style' response with a tailored curriculum vitae.

Contact Officer: Tassany Price (02) 6205 9961 tassany.price@act.gov.au

Transport Canberra and City Services City Services Development Coordination Development Planning/Traffic Optimisation and Modelling Assistant Director (Parking Coordination)

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50505)

Gazette Date: 13 April 2021

Closing Date: 16 April 2021

Details: Expressions of Interest are invited for the position of Assistant Director, Parking Coordination - to be a member of a team which develops and administers government's parking policy and to liaise and coordinate with other government directorates on parking matters. The position will also undertake other planning activities across the division.

The primary responsibilities for this position are to:

Coordinate parking and transport planning policies, programs, and projects consistent with Government policy and investment priorities.

Develop and contribute to providing strategic policy briefings and advice to Managers and Senior Executives.

As part of a multidisciplinary team, coordinate parking implementation to ensure the effective delivery of the Division's responsibilities and work program.

Manage secretariat functions for key parking working groups and committees.

This role sits within the Traffic Optimisation & Modelling team which has responsibility for coordinating transport solutions to optimise the current and future use of the transport network for people and freight; by integrating with future infrastructure planning, delivery and land development priorities in the medium and long terms; by formulating integrated transport plans and multi modal transport solutions; and by guiding the implementation of best practice and modelling approaches for major corridors/ precincts.

The team works with other Directorates to build a coordinated approach to raising the profile of development coordination, modelling and network optimisation in the ACT.

Eligibility/Other requirements: A degree in an appropriate field (e.g., Land Use Planning, Geography, Urban Design, Engineering) is an advantage.

Notes: This is a temporary position available for six months only. Selection may be based on application and referee reports only. This position is located within an activity-based working (ABW) work environment.

How to Apply: Please submit an Expression of Interest with your response of approx. two pages addressing the Selection Criteria (What you Require) in the Position Description, your current curriculum vitae and the names of two referees.

Contact Officer: Tim Wyatt (02) 6205 4200 tim.wyatt@act.gov.au

Worksafe ACT

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

WorkSafe ACT

Corporate

Administration

Administration Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 37231)

Gazetted: 12 April 2021

Closing Date: 26 April 2021

Details: The position will work in the Corporate Services Team and is required to assist with various corporate services support tasks including the provision of advice and coordination of responses to incoming queries in accordance with policies and procedures; drafting of correspondence and contribution to daily corporate support; onboarding and offboarding facilitation; involvement in team meetings; asset and fleet management; monitoring of corporate inboxes and the identification and allocation of work to the relevant area; creation of work orders in the Salesforce Case Management System; provision of administrative and regulatory support to agency staff and other duties as required.

Eligibility/Other Requirements:

Previous experience working in a corporate services or administrative support role in a dynamic operational or regulatory setting.

Demonstrated experience in providing extensive administrative support in an office environment including ability to use Microsoft Office, data bases, accurate data entry and checking, form processing and filing.

Knowledge and experience using Salesforce is highly desirable.

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

How to Apply: Please submit a two page (maximum) written response addressing the criteria under the Ideal Candidate section of the Position Description along with your curriculum vitae.

Applications should be submitted via the Apply Now button.

Contact Officer: Andrew Craig 0434 563 568 andrew.craig@act.gov.au

APPOINTMENTS

Canberra Health Services

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

Claire Beardsmore, Section 68(1), 31 March 2021

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

Marion Carey, Section 68(1), 8 April 2021

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

Jyothi Susan Cherian, Section 68(1), 3 May 2021

Administrative Services Officer Class 2/3 \$58,230 - \$71,004

Laura Davies, Section 68(1), 19 April 2021

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

Lisa Harvey, Section 68(1), 15 April 2021

Registered Midwife Level 2 \$94,409 - \$100,061

Tamara Mahar, Section 68(1), 19 April 2021

Health Service Officer Level 3/4 \$53,168 - \$56,997

Jake Neddrie, Section 68(1), 12 April 2021

Health Professional Level 2 \$67,892 - \$93,203

Lauren Thomas, Section 68(1), 12 April 2021

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

Lisa Thow, Section 68(1), 17 April 2021

Senior Officer Grade B \$130,018 - \$146,368

Michelle Woodcroft, Section 68(1), 8 April 2021

Health Professional Level 2 \$67,892 - \$93,203

Anita Ng: 85042196, Section 68 (1)

Health Professional Level 4 \$110,397 - \$118,832

Yu-Yan Fang: 83346890, Section 68 (1)

Technical Officer 2 \$65,087- \$74,533

Madeleine Linsley-Aubry: 85674505, Section 68 (1)

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

Sarah Staples: 85742280, Section 68 (1)

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$65,976 - \$71,004

Robert Dubravs, Section 68(1), 12 April 2021

Administrative Services Officer Class 5 \$81,407 - \$86,168

Lillian Junakovic, Section 68(1), 9 April 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Tegan Smith, Section 68(1), 15 April 2021

Administrative Services Officer Class 5 \$81,407 - \$86,168

DHARSHANIE Vasanthajothy, Section 68(1), 8 April 2021

Administrative Services Officer Class 4 \$73,248 - \$79,310

Maggie Welfare, Section 68(1), 15 April 2021

Community Services

Youth Worker 1 \$65,976 - \$71,004

Daniel Arnold, Section 68(1), 12 April 2021

Education

Senior Officer Grade C \$110,397 - \$118,832

Md Golam Rashed, Section 68(1), 12 April 2021

Building Service Officer 2 \$60,382 - \$63,127

Leon Schmidt, Section 68(1), 1 April 2021

Environment, Planning and Sustainable Development

Senior Officer Grade B \$130,018 - \$146,368

Carolyn Goonrey, Section 68(1), 12 April 2021

Justice and Community Safety

Graduate Paramedic Intern \$73,409 plus penalties

Gemma Armarego, Section 68(1), 12 April 2021

Graduate Paramedic Intern \$73,409 plus penalties

Kate Boyd, Section 68(1), 12 April 2021

Graduate Paramedic Intern \$73,409 plus penalties

Danielle Card, Section 68(1), 12 April 2021

Graduate Paramedic Intern \$73,409 plus penalties

Rachel Gregory, Section 68(1), 12 April 2021

Senior Officer Grade C \$110,397 - \$118,832

Stephanie Johns, Section 68(1), 7 April 2021

Graduate Paramedic Intern \$73,409 plus penalties

Alicia Keane, Section 68(1), 12 April 2021

Ambulance Manager Level 2 \$136,323 - \$143,578

Peter Le Lievre, Section 68(1), 12 April 2021

Graduate Paramedic Intern \$73,409 plus penalties

Jackson Livingstone, Section 68(1), 12 April 2021

Graduate Paramedic Intern \$73,409 plus penalties

Allanah Marshall, Section 68(1), 12 April 2021

Graduate Paramedic Intern \$73,409 plus penalties

Caitlin Murray, Section 68(1), 12 April 2021

Graduate Paramedic Intern \$73,409 plus penalties

Nicholas Paton, Section 68(1), 12 April 2021

Graduate Paramedic Intern \$73,409 plus penalties

Kade Potts, Section 68(1), 12 April 2021

Transport Canberra and City Services

Infrastructure Officer 4 \$131,141 - \$148,993

Ann Denholm, Section 68(1), 12 April 2021

Capital Linen Service Band 5 \$71,996 - \$79,546

Christopher Evans, Section 68(1), 12 April 2021

Senior Officer Grade C \$110,397 - \$118,832

Tim Hutchens, Section 68(1), 12 April 2021

Administrative Services Officer Class 5 \$81,407 - \$86,168

Bridget Seberry, Section 68(1), 21 April 2021

Administrative Services Officer Class 5 \$81,407 - \$86,168

Isabel Widdison, Section 68(1), 14 April 2021

Worksafe ACT

Regulatory Inspector 5 \$81,407 - \$86,168

Jagdeep Chhina, Section 68(1), 15 April 2021

TRANSFERS

Education

Mark Alliston

From: \$126,542

Education

From: School Leader C

To: Senior Officer Grade C \$110,397 - \$118,832

Education, Canberra (PN. 34297) (Gazetted 23 February 2021)

PROMOTIONS

Canberra Health Services

Clinical Services

Simon Anderson

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Canberra Health Services

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Canberra Health Services, Canberra (PN. 36850) (Gazetted 4 February 2021)

Canberra Health Services

Sara Bicker

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. 10556) (Gazetted 10 February 2021)

Clinical Services

Amber Cervo

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Canberra Health Services

To: Administrative Services Officer Class 4 \$73,248 - \$79,310

Canberra Health Services, Canberra (PN. 33255) (Gazetted 12 March 2021)

Elwyn Day

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 40024) (Gazetted 9 April 2021)

Canberra Health Services

Rajeev Ellepola

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 23557) (Gazetted 10 March 2021)

Chief Operating Officer Clinical Services

Kathleen Lopez

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. 44228) (Gazetted 10/02/2021)

Theresa Luff

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. 18504) (Gazetted 9 March 2021)

Clinical Services

Rebecca Millar

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. 28276) (Gazetted 4 March 2021)

Simone Norrie

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. 44816) (Gazetted 9 March 2021)

Canberra Health Services

Ashish Pabla

From: Health Service Officer Level 4 \$54,896 - \$56,997

Canberra Health Services

To: Health Service Officer Level 7 \$65,087 - \$68,733

Canberra Health Services, Canberra (PN. 21551) (Gazetted 20 February 2021)

Canberra Health Services

Prazoly Paul

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. 16141) (Gazetted 10 December 2020)

Jillian Wenke

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. 43215) (Gazetted 9 March 2021)

Chief Minister, Treasury and Economic Development

Licensing and Registrations

Births, Deaths and Marriages

Kiaria Anastasi

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$73,248 - \$79,310

Chief Minister, Treasury and Economic Development, Canberra (PN. 42533) (Gazetted 18 March 2021)

Access Canberra

Customer Coordination

Service Centres

Emily Corey

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 4 \$73,248 - \$79,310

Chief Minister, Treasury and Economic Development, Canberra (PN. 44077) (Gazetted 5 August 2020)

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

Procurement ACT

Goods and Services Procurement

Claire Hendrie

From: Senior Officer Grade C \$110,397 - \$118,832

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$130,018 - \$146,368

Chief Minister, Treasury and Economic Development, Canberra (PN. 32257) (Gazetted 18 March 2021)

**Access Canberra
Customer Coordination
Service Centres
Niki Johnson**

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 4 \$73,248 - \$79,310

Chief Minister, Treasury and Economic Development, Canberra (PN. 49605) (Gazetted 5 August 2020)

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

Community Services

**Children, Youth and Families
Child and Youth Protection Services
Bimberi Residential Services
Aisea Lomu**

From: Youth Worker 1/2 \$65,976 - \$79,310

Community Services

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Community Services, Canberra (PN. 22932) (Gazetted 19 January 2021)

Education

**School Performance and Improvement
North/Gungahlin Network
Franklin School
Kate Flynn**

From: \$147,337

Education

To: †School Leader A 1 \$168,315

Education, Canberra (PN. 29135) (Gazetted 18 February 2021)

**Service Design and Delivery
Occupational Violence and Complex Case Management
Tamara Hore**

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Education

To: †Senior Officer Grade C \$110,397 - \$118,832

Education, Canberra (PN. 47526) (Gazetted 4 September 2020)

**Service Design & Delivery
Universal School Support
Katy Last (Penglis)**

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Education

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Education, Canberra (PN. 44589) (Gazetted 15 February 2021)

**Teaching and Learning
Belconnen
Canberra High School
Meghan Pellow**

From: \$73,246 - \$109,641

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 03633) (Gazetted 4 March 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.

Justice and Community Safety

Public Trustee and Guardian

Callum Hughes

From: Senior Officer Grade C \$110,397 - \$118,832

Justice and Community Safety

To: †Senior Officer Grade A \$151,002

Justice and Community Safety, Canberra (PN. 38577) (Gazetted 20 November 2021)

Public Trustee & Guardian

Finance

Duy Ly

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Justice and Community Safety, Canberra (PN. 39314) (Gazetted 9 March 2021)

Major Projects Canberra

Infrastructure Delivery Partners

Commercial Project Management

Natalie Barisic

From: Infrastructure Officer 3 \$110,651 - \$121,464

Major Projects Canberra

To: †Infrastructure Officer 4 \$131,141 - \$148,993

Major Projects Canberra, Canberra (PN. 30767) (Gazetted 17 December 2020)

Suburban Land Agency

Built Form and Divestment

Built form

Jessica Hillcrest

From: Senior Officer Grade B \$130,018 - \$146,368

Suburban Land Agency

To: †Infrastructure Manager/Specialist 1 \$168,218

Suburban Land Agency, Canberra (PN. 51166) (Gazetted 7 February 2020)

Transport Canberra and City Services

City Services

City Presentation

Licensing and Compliance

Natasha Siebels

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Transport Canberra and City Services

To: †Administrative Services Officer Class 5 \$81,407 - \$86,168

Transport Canberra and City Services, Canberra (PN. 45561) (Gazetted 10 December 2020)

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

Worksafe ACT

Strategy, Compensation and Licensing

Gary McGivern

From: Regulatory Inspector 6 \$87,715 - \$100,388

Worksafe ACT

To: †Senior Officer Grade B \$130,018 - \$146,368

Worksafe ACT, Canberra (PN. 50813) (Gazetted 11 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.