



ACT Government Gazette

Gazetted Notices for the week beginning 31 January 2019

VACANCIES

Calvary Health Care ACT (Public)

Medical Administration

Medical Administration Manager

SOG B \$118,819 - \$133,197, Canberra (PN: Expected)

Gazetted: 05 February 2019

Closing Date: 7 February 2019

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

Reference: 21145

Contact Officer: Kylee Gardiner 02 6264 7262 kylee.gardiner@calvary-act.com.au

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

Facilities

Maintenance Manager

Technical Officer Level 4 \$79,824 - \$91,356, Canberra (PN: Expected)

Gazetted: 05 February 2019

Closing Date: 10 February 2019

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

Reference: 21102

Contact Officer: Jarrad Nuss Jarrad.Nuss@calvary-act.com.au

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

Canberra Institute of Technology

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

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

Education and Training Services

Student and Academic Services

Student Services

Assistant Team Leader

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 17172)

Gazetted: 05 February 2019

Closing Date: 12 February 2019

Detail: Applications are invited to fill an Assistant Team Leader role in a dynamic team with the Canberra Institute of Technology (CIT) Student Services Information and Recognition team. Under the supervision of the Manager Information and Recognition, the Assistant Team Leader manages the day-to-day operations of CIT Information team. Applications are welcome from self-motivated candidates with a drive to achieve excellence in customer service in line with CIT's Client Service Standard Charter. The suitable candidate will be skilled in building and maintaining positive working relationships with a range of CIT staff. The position requires supervision of staff activities including monitoring phone/email and chat enquiries, staff rostering and ensuring a safe environment for all staff. Other duties include monitoring and recommending improvements to current procedures, policies and service delivery. CIT is committed to building an inclusive workplace through a culturally diverse workforce. 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: Sound knowledge of the student administration system admissions and enrolments and accounts receivable and receipting functions are highly desirable.

Note: This is a temporary position available for two months with a possibility of an extension of up to 12 months.

How to Apply: Candidates should submit an application addressing the Selection Criteria, a completed Application Coversheet, and a current Curriculum Vitae to jobs@act.gov.au.

Contact Officer: Barbara McCormack (02) 6207 3560 barbara.mccormack@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Access Canberra

Regulations, Solutions and Compliance

Electrical Inspections

Electrical Inspector

Building Trade Inspector \$88,336 - \$100,462, Canberra (PN: 37356)

Gazetted: 31 January 2019

Closing Date: 21 February 2019

Details: Access Canberra Electrical Inspections is looking for an Electrician with extensive experience in Electrical Inspections in the construction industry, to join our electrical inspections team. As an Access Canberra Electrical Inspector you will as part of a high performance team, working independently but in a collaborative environment, to the values of Access Canberra and helping to provide a safer community through your work as an electrical inspector. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: You will need to have an ACT Unrestricted Electrical Licence, and a Drivers Licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This position is temporary position available for two years with the possibility of permanency. The electrical inspectors work a 9 day fortnight, with some allocated overtime, and you would be required to be part of the after-hours On-Call roster. Selection may be based on application and referee reports only and where interviews are held there will be an assessment task.

How to Apply: Responses to the Position Description and an assessment will be used for selection. Provide resume, Application Coversheet and pitch to – jobs@act.gov.au

Contact Officer: Barry Viney (02) 6207 7161 barry.viney@act.gov.au

Corporate

Corporate People and Capability

Organisational Culture and Capability

HR Advisor

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 14517)

Gazetted: 05 February 2019

Closing Date: 19 February 2019

Detail: The Culture and Capability Team are seeking a dynamic HR professional with experience in the field of Organisational Development. The successful applicant will be required to work collaboratively in a high performing team and will also have responsibility for the delivery of multiple key projects. Proficiency in computer systems and HR platforms is highly desirable. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please provide a two page pitch addressing the Selection Criteria including examples of how you meet them. Applicants must also provide a Resume with the contact details of two referees.
Contact Officer: Maggie Drejer-White (02) 6207 4897 maggie.drejer-white@act.gov.au

Economic Development

Skills Canberra

Governance and Strategic Services

Regulatory Liaison Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 02374)

Gazetted: 05 February 2019

Closing Date: 16 February 2019

Details: Skills Canberra is seeking a highly capable applicant to fill the position of Regulatory Liaison Officer. The role requires a strong understanding of stakeholder management and an ability to manage multiple priorities. The successful applicant will be required to undertake sensitive and complex investigations in accordance with relevant legislation, policies and procedures. Applicants will be required to manage matters of a sensitive nature and be able to apply professional judgement to propose appropriate solutions and assist in the resolution of issues and complaints. 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: Knowledge of or the ability to quickly develop knowledge of Vocational Education and Training Programs and Structures within the ACT and nationally. This position requires the successful applicant to have: Hold and maintain a valid driver's licence; general Construction Induction White Card (CPCCPHS1001A Work Safely in the Construction Industry); Asbestos Awareness Card (10314NAT); evidence of completion of training by a Registered Training Organisation is required or the ability to obtain this within a short time frame of commencement; evidence of completion of training by a Registered Training Organisation is required or the ability to obtain this within a short time frame of commencement. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available asap until 30 June 2019 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: Please provide the completed Application Coversheet, your Curriculum Vitae and brief responses to each Selection Criteria (no more than 400 words each) to jobs@act.gov.au.

Contact Officer: Peter Teo (02) 6205 7231 peter.teo@act.gov.au

Revenue Management

ACT Valuation Office

Business Support Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 34331)

Gazetted: 05 February 2019

Closing Date: 19 February 2019

Details: The ACT Valuation Office is seeking an enthusiastic and driven individual to fill the role of Business Support Officer. This role will be responsible for providing operational and administrative support to the Principal Valuer and other team members of the ACT Valuation Office.

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

How to Apply: Candidates should submit an application of no more than three pages addressing the capabilities outlined on page two and three of the attached Selection Document. A completed Application Coversheet and a current Curriculum Vitae should also be submitted with the application. Applications should be forwarded to

jobs@act.gov.au

Contact Officer: MaryJane Lalliard (02) 6205 8796 maryjane.lalliard@act.gov.au

Access Canberra

Licensing and Registration

Transport Licensing

Assistant Manager, Infringements

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 32048)

Gazetted: 05 February 2019

Closing Date: 12 February 2019

Detail: At Access Canberra, we are all about giving people easy access to ACT Government regulatory services, payments and information while offering great customer experience. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to deliver our services. The Assistant Manager Infringements is a subject matter expert responsible for providing advice and support to staff in relation to complex cases and assisting clients with higher level enquiries. Assist with the supervision of staff and the day to day running of the Infringement Office. This role reports directly to the Manager, Infringements (Administrative Services Officer Class 6). 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: Selection may be based on application and referee reports only. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: To apply for this position you should provide a two page pitch against the Selection Criteria also considering the capabilities in the What you Require section of the Selection Documentation. Please provide an up to date resume with contact details for two references. Preferably one reference will be your current supervisor/manager. Send your application to jobs@act.gov.au.

Contact Officer: Brett Swale (02) 6207 7077 brett.swale@act.gov.au

Shared Services

Finance and Payroll

Accounts Receivable Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 07195)

Gazetted: 06 February 2019

Closing Date: 20 February 2019

Details: Shared Services Accounts Receivable is currently seeking an enthusiastic and highly motivated individual to join the Accounts Receivable team within Shared Services Finance and Payroll. In this role you will be responsible for undertaking a range of processing functions in an Accounts Receivable environment. This will include raising and issuing invoices, creating new customers, raising credit memos and adjustments, receipting, reconciling payments or credits and reviewing and resolving client requests and queries in a timely manner. You will be someone committed to working cooperatively within a team environment and be able to manage and prioritise workloads with a high level of attention to detail and accuracy required. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Previous experience in an Account Receivable or Accounts Processing environment would be highly regarded.

Note: This is a temporary position ASAP until 31 December 2019 with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the "What you will do" and "What you require" section and submit a personal pitch, of no more than two pages, that provides evidence of your capabilities, highlighting your skills and experience in an accounts receivable or processing environment along with a current Curriculum Vitae to jobs@act.gov.au.

Contact Officer: Darren Leseberg (02) 6207 6845 darren.leseberg@act.gov.au

**Shared Services ICT
Technology Services
Service Assurance
ICT Purchasing Officer**

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 14478)

Gazetted: 05 February 2019

Closing Date: 19 February 2019

Details: Service Assurance is seeking a motivated ICT Purchasing Officer. The preferred candidate will have a desire to learn quickly, have experience in providing quality customer service and demonstrated capacity in liaising and working professionally with a diverse range of internal and external stakeholders. The candidate will be required to have great attention to detail with the ability to adapt to competing priorities and stay focused in a fast paced environment. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: To apply for this position, please ensure you include a two page personal pitch which reflects your skills and capabilities against the 'What you will Do' and the Professional and Behavioural Capabilities in the Position Description. A copy of your current Curriculum Vitae with contact details for at least two referees is required to be submitted with your application.

Contact Officer: Mushfique Saleheen (02) 6205 3547 mushfique.saleheen@act.gov.au

Shared Services

Finance and Payroll/Accounts Payable

Accounts Payable Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 07591)

Gazetted: 31 January 2019

Closing Date: 14 February 2019

Details: The Accounts Payable team has a temporary vacancy for an Accounts Payable Officer. This is a fantastic opportunity for a motivated individual to be part of a dynamic team working in an innovative, and challenging environment. Working collaboratively with the Accounts Payable team, this position is responsible for the accurate and timely processing of vendor invoices, purchase order creation and resolving customer queries. The successful candidate must possess excellent communication skills and have a high level of attention to detail and accuracy. This position has no direct reports and will report directly to the Senior Accounts Payable Officer. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Previous experience working with Oracle R12 and Convergica Procure2Pay systems, will be highly regarded. This position requires an ACT Government baseline security clearance which will be completed as part of the induction process if not already obtained.

Note: This is a temporary position available as soon as possible until August 2019 with the possibility of extension up to less than 12 months and/or permanency. A merit list may be established from this process to further fill any temporary or permanent vacancies over the next 12 months.

How to Apply: To apply for this position please ensure you include a personal pitch, of no more than two pages, to support your ability to fulfil the requirements of this role. Applications should be submitted to jobs@act.gov.au and include the Application Coversheet, a current resume and your personal pitch.

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

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

Economic Development

VisitCanberra

Group Marketing Manager

Senior Officer Grade A \$137,415, Canberra (PN: 28753)

Gazetted: 06 February 2019

Closing Date: 7 March 2019

Detail: VisitCanberra is looking for an experienced marketing professional to lead the implementation of the organisations domestic and international marketing programs. The position is responsible for leading the planning, effective delivery and evaluation of destination marketing activities as well as campaigns for key ACT Government events including Floriade and Enlighten. The position also provides support for the ongoing development and promotion of the CBR Brand. The position presents a unique opportunity to lead a team of marketing professionals and the promotion of Canberra to as a place to visit to domestic and international audiences. As a result the successful candidate will be able to demonstrate extensive experience in designing, implementing and managing national/international marketing campaigns, high-level project management skills and a demonstrated ability to coordinate time, budget and staffing resources to meet organisational objectives. The successful candidate will also be able to demonstrate an ability to establish and build relationships and strategic partnerships that achieve mutually beneficial results. The successful candidate will bring a high level of energy, ability to think creatively and apply an evidenced based approach to decision making. VisitCanberra leads the ACT and capital region tourism industry to create and implement a range of marketing and partnership programs that aim to grow the value of tourism to the ACT economy. 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: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please apply by addressing the Selection Criteria, providing your resume and the contact details of two referees to jobs@act.gov.au.

Contact Officer: Jonathan Kobus (02) 6205 3185 jonathan.kobus@act.gov.au

Shared Services

Partnership Services

Commercial Services

Senior Manager Electronic Documents Records Management Implementation

Senior Officer Grade A \$137,415, Canberra (PN: 23923)

Gazetted: 05 February 2019

Closing Date: 19 February 2019

Details: This vacancy represents an exciting opportunity for a self-driven individual with excellent communication and project management skills to lead a project which will impact the whole of ACT Government. Leading and coordinating the technical and change management aspects of the ACT Government's transition from paper to electronic records will require an ability to juggle competing priorities and engage with a variety of stakeholders. The successful applicant will enjoy the benefit of undertaking a high profile complex project which would be a highlight on any resume! Further information regarding this role can be obtained by phoning the Contact Officer. 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 commencing 4 March 2019 until 3 March 2020.

How to Apply: Applicants should provide a one page 'pitch' and resume which evidence how previous experience and skills would make them suited to this role. Applicants wanting to work part-time (minimum of 25 hours per week) will be considered. The full-time salary noted above will be paid pro rata for part-time hours. If you wish to apply for part-time hours, please include the number of hours or days per week you would like to work in your application. Applications should be emailed to jobs@act.gov.au

Contact Officer: Claire Harper (02) 6205 4254 claire.harper@act.gov.au

Economic Development

Skills Canberra

Analytics and Policy Services

Projects Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 35877)

Gazetted: 06 February 2019

Closing Date: 13 February 2019

Detail: Skills Canberra is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Manager, Projects (Senior Officer Grade B). The position will lead a large team responsible for policy development, program delivery and project management, all of which contribute to strengthening the ACT Vocational Education (VET) sector. The successful candidate will have project and policy experience both from a development, implementation and evaluation perspective. The capability to provide advice to all levels of Government relating to the VET sector, specifically training reform in the ACT and meeting the objectives of the National Partnership for the Skilling Australians Fund, will be essential and should be evidenced in your application. This will be a challenging and rewarding position that includes extensive stakeholder engagement. To be successful in this position you must have the ability to work with people across different levels, and to represent Skills Canberra and the directorate in a range of situations. You will need excellent interpersonal and communication skills, in addition to strong leadership and management skills. A strong knowledge of the VET sector, particularly Australian Apprenticeships is highly desirable. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available ASAP for two years with possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Skills Canberra operates under Activity Based Working conditions and as such the successful candidate will not have a designated workstation/office.

How to Apply: Please provide the completed Application Coversheet, your Curriculum Vitae and brief responses to each Selection Criteria (no more than 400 words each) to jobs@act.gov.au.

Contact Officer: Josephine Andersen (02) 6207 4791 josephine.andersen@act.gov.au

Economic Development

Skills Canberra

Analytics and Policy Services

Analytics Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 30943)

Gazetted: 05 February 2019

Closing Date: 21 February 2019

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD), Skills Canberra, is seeking suitable candidates to undertake the role of Analytics Manager. This position will lead a small team of analysts to deliver on a range of projects to strengthen the ACT Vocational Education Sector (VET). The successful applicant will be required to lead a team responsible for forecasting and projections, budget monitoring and subsidy setting for ACT Government funded training initiatives as well as contribute to policy development within the branch. The successful applicant will be required to provide strategic advice to senior officers, high level advisory and statutory bodies and the government on training initiatives, with relation to reform of training in the ACT and in particular, meeting with the objectives of the National Partnership for the Skilling Australians Fund (NP SAF). In addition, you will lead a team responsible for conducting economic/statistical analyses to identify trends, patterns and relationships in data and establish methods and indicators to identify current emerging issues for VET and other wider ACT economic climate. As a Manager you will need to have excellent interpersonal and communication skills, both written and oral, in addition to strong leadership and management skills. To be successful, this role requires the demonstrated ability to work with people across different levels, and to represent Skills Canberra and the directorate in a range of situations. This team works widely across a large branch, and the successful applicant will be required to negotiate and prioritise a number of competing projects and tasks from different teams and executives. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Qualifications in Public Policy/Administration, Economics, Actuarial Studies or a related field is highly desirable.

Note: This is a temporary position available ASAP for a period of two years with 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: Please provide a completed Application Coversheet, your Curriculum Vitae and brief responses to each Selection Criteria (no more than 400 words each) to jobs@act.gov.au

Contact Officer: Josephine Andersen (02) 6207 4791 josephine.andersen@act.gov.au

Communications and Engagement

Communications

Digital and Design

Assistant Director, Digital and Content Strategy

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 42181)

Gazetted: 31 January 2019

Closing Date: 7 February 2019

Detail: Do you have the ability to think strategically, manage complex projects and build, develop and maintain high quality relationships across a broad range of stakeholders to drive positive and tangible outcomes?

Expressions of Interest (EOI) are sought from highly motivated individuals interested in joining the Communications and Engagement division undertaking the role of Assistant Director (Senior Officer Grade B), Digital and Content Strategy. This senior position will play a key role within the Digital and Design team as a dedicated position to help progress, develop and coordinate the application of a Content Strategy on selected Chief Minister, Treasury and Economic Development Directorate (CMTEDD) and Whole of Government (WHOG) digital channels. Specific responsibilities include: Developing and implementing an ACT Government Content Strategy and a content publishing model for our digital channels; providing advice, tools and resources across WHOG on best practice for content production and design with a user/audience first focus. Provide high level advice and services to improve the user experience for WHOG digital channels (including websites and social media); working with broad range of stakeholders across Directorates and Agencies to refine the whole of government theme/topic based content Information Architecture for digital channels; oversight of the content audit processes for CMTEDD websites. The Communications and Engagement division within CMTEDD is responsible for directorate and whole-of-government communications, community engagement, digital communications, branding and public affairs. The Digital and Design team has lead responsibility for the ongoing development of a consistent 'One Government' approach to websites and digital channels across the ACT Government through the 'Single Public Face 2.0' (SPF2) framework. The next major phase of digital transformation is the development and implementation of an ACT Government Content Strategy for use across all our channels. 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.

How to Apply: Interested applicants should submit an EOI with a pitch of no more than two pages that describes your interest and capacity to perform the role and addressing the attached Selection Criteria, a current Curriculum Vitae and contact details for two referees to jobs@act.gov.au.

Note: This is a temporary position is available for six months, with the possibility of extension and/or permanency. Selection may be based on written application and referee reports.

Contact Officer: Rohan Whitmore (02) 6205 9523 rohan.whitmore@act.gov.au

Access Canberra

Projects, Governance and Support

Policy, Research and Implementation

Senior Manager Gambling and Harm Prevention Team

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38536)

Gazetted: 31 January 2019

Closing Date: 14 February 2019

Details: Calling all super heroes! Access Canberra wants YOU! Come work with us and use your powers to help your community. Are you a dedicated leader who uses their initiative and leads their team to innovative problem solutions? Do you have what it takes to thrive in the challenging intersection of industry, the community sector and Government? Does the opportunity to think about the big picture, create strategies to help our community and manage cutting edge social research make you jump out of bed in the morning? Do you own your own cape? If

the answer to these questions is yes, then you are the super hero Access Canberra is looking for. Access Canberra is responsible for supporting the ACT Gambling and Racing Commission (the Commission) who aspire to achieving a Canberra free from gambling harm. The Commission have adopted a public health approach to gambling harm and are looking for a superhero to lead a small team to consult and collaborate with key stakeholders, while designing, delivering and evaluating new harm minimisation and prevention strategies based on the latest research and evidence. The position will be responsible for a varied program of work, including development of strategic documentation, management of research projects, oversight of a major Government procurement process and the design and delivery of an evaluation framework, all of which contribute to realising the Commission's vision. This is a full time role, however, flexible working arrangements are encouraged at Access Canberra, and we are open to having this discussion with the right applicant. 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: Access Canberra operates under Activity Based Working conditions and as such the successful candidate will not have a designated workstation/office.

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 skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a current Curriculum Vitae and the contact details of at least two referees. Please submit a written application of no more than two pages. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification.

Contact Officer: Jodie Vaile (02) 6207 1915 jodie.vaile@act.gov.au

Shared Services

Partnership Services

Customer Support Services

Digital Team Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 08073)

Gazetted: 06 February 2019

Closing Date: 20 February 2019

Detail: Are you a manager who likes to achieve results? Do you know how to sort a pile of important objectives in order? Do you want to be part of a team that drives innovation to transform service delivery and improve the customer experience? Keep reading! Shared Services are looking for someone to join our Customer Support Services team, striving to deliver the best possible customer experience by utilising customer feedback and data to identify business improvement opportunities. We manage a number of websites on the ServiceNow platform including a customer facing website which enables our customers to submit requests for our products and services online, utilising workflows and an intuitive customer interface to streamline service delivery and enhance the customer experience. We will look to you to provide strategic direction in relation to opportunities to improve relevant websites and align to Service Management best practices. You will assist with the integration of process automation as we move into the exciting world of robotics. This role requires a willingness to work hard and lead by example. You will be supported by great teams all working together to provide a seamless customer experience. We will need you to work effectively in a fast-paced, team environment that utilises agile and scrum methodologies to plan work and deliver outcomes. You will also be able to engage and collaborate with people from a wide range of disciplines to achieve desired outcomes. Don't have experience with agile and scrum? Don't let that deter you! While desirable it is not a mandatory requirement for the role. Your suitability for this position will be assessed based on your skills, knowledge and behaviour in relation to the duties/responsibilities of the role. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

How to Apply: If you think you're up for it, please send us your Curriculum Vitae and a two page pitch on your greatest achievement in the last two years and why you think you're the best person for this job.

Contact Officer: Craig Neiberding (02) 6207 6774 craig.neiberding@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

Case Manager

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 32253)

Gazetted: 31 January 2019

Closing Date: 30 June 2019

Detail: Protecting our most vulnerable children and young people is one of the most important jobs you can do. As a Child and Youth and Protection (CYPS) Case Manager, you will: Make a difference in the lives of children and young people at risk of abuse and neglect. Provide positive influence on young people and help make your community safer. Benefit from ongoing learning and development. Be challenged and rewarded. CYPS Case Manager Role is focused on delivering the best possible life outcomes for children and young people through responsive client service underpinned by trauma informed case management. As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people. You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to court. Case managers may supervise and provide support to young people subject to youth justice orders. We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills. The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. We strongly encourage applications from Aboriginal and Torres Strait Islander peoples and those from diverse cultural backgrounds.

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.

Essential qualifications and experience: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. One years' experience working with children, youth and/or families in a social work/case management role and a current driver's licence.

Note: Information sessions will be conducted monthly. Upcoming dates will be the first Wednesday of each month and are as follows; 6 February, 6 March, 3 April, 1 May and 5 June 2019. Please forward your interest in attending to CYPSSRecruitment@act.gov.au. Interviews will be conducted at the end of every month and an order of merit will be established from these processes and may be used to fill future identical vacancies both permanent and temporary over the next 12 months.

How to Apply: All applications, including Application Coversheet, your written response to Selection Criteria and resume must be submitted to jobs@act.gov.au

Contact Officer: Larissa Sellars (02) 6207 4732 cypsrecruitment@act.gov.au

Corporate Services

People Management Branch

Executive Assistant

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 21971)

Gazetted: 31 January 2019

Closing Date: 14 February 2019

Detail: People Management are seeking an enthusiastic, exceptionally organised person to permanently fill the position of Executive Assistant to the Director, People Management. Applicants will require high level organisational skills, be able to quickly adapt to a fast paced environment and have proven experience handling confidential material Experience in the use of TRIM would be considered advantageous, genuine belief and commitment to living the Values: Respect, Integrity, Innovation and Collaboration. If you think you have what it takes to fill this exciting but challenging position, and work as part of a team to ensure high quality outcomes, we

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

How to Apply: Please submit a maximum of two pages addressing the Selection Criteria, with your current Curriculum Vitae and Application Coversheet. Selection may be based on application and referee reports only.

Applications should be sent to jobs@act.gov.au

Contact Officer: Catherine Martinez (02) 6207 6641 catherine.martinez@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Case Manager

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 23724, several)

Gazetted: 31 January 2019

Closing Date: 30 June 2019

Detail: Protecting our most vulnerable children and young people is one of the most important jobs you can do. As a Child and Youth and Protection (CYPS) Case Manager, you will: Make a difference in the lives of children and young people at risk of abuse and neglect. Provide positive influence on young people and help make your community safer. Benefit from ongoing learning and development. Be challenged and rewarded. CYPS Case Manager Role is focused on delivering the best possible life outcomes for children and young people through responsive client service underpinned by trauma informed case management. As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people. You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to court. Case managers may supervise and provide support to young people subject to youth justice orders. We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills. The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. We strongly encourage applications from Aboriginal and Torres Strait Islander peoples and those from diverse cultural backgrounds.

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.

Essential qualifications and experience: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. One years' experience working with children, youth and/or families in a social work/case management role and a current driver's licence.

Note: Information sessions will be conducted monthly. Upcoming dates will be the first Wednesday of each month and are as follows; 6 February, 6 March, 3 April, 1 May and 5 June 2019. Please forward your interest in attending to CYPSSRecruitment@act.gov.au. Interviews will be conducted at the end of every month and an order of merit will be established from these processes and may be used to fill future identical vacancies both permanent and temporary over the next 12 months.

How to Apply: All applications, including Application Coversheet, your written response to Selection Criteria and resume must be submitted to jobs@act.gov.au

Contact Officer: Larissa Sellars (02) 6207 4732 cypsrecruitment@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Bimberi Youth Justice Centre

Youth Worker

Youth Worker 1/2 \$60,039 - \$72,175, Canberra (PN: 03331, several)

Gazetted: 06 February 2019

Closing Date: 24 February 2019

Details: Are you looking to make a difference? Do you have the following qualities? Resilience; Communication skills; Conflict management; Negotiation and influencing skills. A career in Youth Justice Work is what you are looking for! Child and Youth Protection Services is recruiting for permanent, temporary and casual Youth Workers, levels 1 and 2, for the Bimberi Youth Justice Centre and Narrabundah House Indigenous Supported Residential Facility. A range of varied and interesting roles are available, with flexible working arrangements and paid training tailored to career goals. Staff will need to demonstrate quality customer service, problem solving skills and a commitment to working within a team environment. You must be willing to work closely with young people to support and encourage behaviour change while valuing continuous improvement. Suitable applicants must be able to adapt to change, be outcome focused and be accountable for your actions. 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: You will need to be either an Australian Citizen or a Permanent Resident of Australia to apply for permanent employment. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to

- https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Must hold a current driver's licence; current Senior First Aid Certificate (or evidence of obtaining one, for example: registration receipt).

Note: There are several permanent, temporary and casual Youth Worker positions, both levels 1 and 2 available. Applicants must be prepared to undergo a series of assessments throughout this recruitment process, including a psychometric and health assessment, interview and reference check process and a police check. Information sessions will be held on 13 and 19 February 2019, for further information and to RSVP your attendance at an information session contact cyf@act.gov.au or call 6205 59051. 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 the Youth Worker positions please provide a resume, Application Coversheet and application addressing the Selection Criteria and details of two referee's and send to jobs@act.gov.au
Contact Officer: Kerri Biddlecombe (02) 6205 9051 cyf@act.gov.au

Housing ACT

Infrastructure and Contracts

Finance

Senior Finance Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39755)

Gazetted: 06 February 2019

Closing Date: 20 February 2019

Detail: We are looking for a highly motivated individual to join the Finance Team within Housing ACT. The successful applicant will undertake and be responsible for a broad range of tasks and functions across the spectrum of corporate finance activities including financial analysis and reporting, budgeting and operational support. CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applicants from Aboriginal and/or Torres Strait Islander people, people with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting highly desirable. Experience with TM1 and GBMS would be an advantage.

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

How to Apply: Applicants are required to submit 4 items: 1) ACT Government Application Coversheet; 2) statement of claims against specified Selection Criteria; 3) a current resume; and 4) the names and contact details of two referees.

Contact Officer: Bob Hyland 0419 465 830 bob.hyland@act.gov.au

Corporate Services

Finance and Budget

Budget

Senior Management Accountant

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 00459)

Gazetted: 05 February 2019

Closing Date: 22 February 2019

Detail: Do you want to know that you are making a difference in the ACT Community? Do you like to see tangible results through your work? Do you want to be part of and lead a supportive team? Then the Finance and Budgets team are looking for you! You'll be an experienced, qualified and enthusiastic Management Accountant with great leadership skills who is keen to work with human services functions such as multicultural affairs, public and community housing services, children, youth and family support services to name a few. You will enjoy working in and leading staff through a dynamic and complex environment. We need you to have experience in external and internal budgeting and managing team members in delivering timely and accurate management and output performance reports. You have the ability to provide comprehensive financial management advice and support including cost analysis, financial modelling and forecasting to deliver budget outcomes.

Note: This is a temporary position initially available for 12 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 complete your application, you must prepare written response to the Selection Criteria and upload this as part of your application along with a current Curriculum Vitae and Application Coversheet. Please send your application to jobs@act.gov.au. For further information about the position, please contact the Contact Officer.

Contact Officer: Ricky Zhao (02) 6205 4732 rick.zhao@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Marketing

Marketing Coordinator, Social Media

Administrative Services Officer Class 3 \$60,039 - \$64,614, Canberra (PN: 3506)

Gazetted: 31 January 2019

Closing Date: 7 February 2019

Details: Do you live and breathe the entertainment industry, live music and social media? Are you a digital native with a knack for great content? Here is your chance to work in Canberra's busiest entertainment venue. The Canberra Theatre Centre is seeking a Marketing Coordinator for its Social Media/Digital team. To be considered, you need experience using Facebook and Instagram, whilst being a fast learner of emerging platforms and have a marketing background. This is a fast-paced role with shifting deadlines that involves creating daily pictorial and video content using a camera, Adobe Creative Suite and your own imagination. You will be the digital face of the company so a positive and engaging personality is a must.

Eligibility/Other Requirements: Photography skills is a plus. Experience with in-venue screen management software is a plus previous experience in the performing arts or live entertainment industry a benefit.

Note: This position is temporary for one year with the possibility of extension and/or permanency. Selection may be based on application and referees reports only.

Contact Officer: Suzanne Hannema (02) 6243 5706 suzanne.hannema@act.gov.au

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

ACT Historic Places

Assistant Director Programs and Partnerships

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 9014)

Gazetted: 06 February 2019

Closing Date: 21 February 2019

ACT Historic Places is looking for a talented individual to lead the development and delivery of engaging exhibitions, programs and events that showcase ACT Historic Places in innovative ways. You will coordinate the development and delivery of successful exhibitions, events and learning programs with a high performing team in

ACT Historic Places and contribute to the organisation's strategic goal to be open and inviting to a diverse range of visitors.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field. Current driver's licence.

Note: Applicants must submit a written statement addressing the selection criteria.

Contact Officer: Penny Spoelder 0466423375 penny.spoelder@act.gov.au

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

Education

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

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

School Performance and Improvement

Tuggeranong Network

Erindale College

Dance Teacher

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 35949)

Gazetted: 31 January 2019

Closing Date: 14 February 2019

Details: Erindale College is seeking a dynamic person to lead our Talented Dance Program. This role is for an innovative and motivated Dance Teacher. Potential applicants should have expert knowledge of Dance in a variety of different genres. Knowledge of Senior Secondary Dance curriculum is highly desirable. Successful applicants will be passionate Educators with effective classroom pedagogy and committed to meeting the academic and social needs of a diverse range of learners. (10 -12)

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

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

Note: This is a temporary position available as soon as possible until 18 December 2019 with the possibility of extension and/or permanency.

How to Apply: All applications, including Application Coversheet, your written response to Selection Criteria and resume should be sent to: jobs@act.gov.au To ensure the selection panel can view your application, all documents must be saved in Microsoft Word formats (.docx, .doc) or Rich Text Format (.rtf). Other formats may not be readable on ACTPS computers, requiring documents to be converted and resubmitted.

Contact Officer: Jessie Atkins (02) 6142 2975 jessie.atkins@ed.act.edu.au

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

School Performance and Improvement

North and Gungahlin Network

Gungahlin College

Building Services Officer

General Service Officer Level 6 \$54,949 - \$57,445, Canberra (PN: 42440)

Gazetted: 06 February 2019

Closing Date: 20 February 2019

Detail: Gungahlin College is seeking an energetic, organised and self-motivated person to undertake the duties of the Building Services Officer. In accordance with Directorate policies and under general/limited supervision, the successful applicant will assist with the security of the school buildings, maintaining furniture, fittings and equipment; and the maintenance of the school buildings and day to day grounds maintenance. The successful applicant will be a key member of the team responsible for the schools' maintenance programs and contractors,

undertake regular inspections to determine priorities, perform or organise and oversee emergency repairs and support the school's sustainability initiatives. The successful applicant will be required to undertake regular manual handling.

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

How to Apply: Applications should include a statement against the Selection Criteria, Curriculum Vitae and Application Coversheet.

Applications should be sent to jobs@act.gov.au.

Contact Officer: Chantelle Lawson (02) 6142 1001 chantelle.lawson@ed.act.edu.au

Service Design and Delivery

Learning and Teaching

Curriculum

Assistant Director – Learning and Teaching

School Leader B \$136,828, Canberra (PN: 04089)

Gazetted: 06 February 2019

Closing Date: 20 February 2019

Details: The Learning and Teaching Branch is looking for a highly skilled School Leader B to join a motivated team to support ACT schools in the delivery of high quality education. Ideally, the successful candidate would have demonstrated expertise and knowledge in one or more of the following areas: the Australian Curriculum, assessment, reporting, and pedagogy.

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

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

Note: This is a temporary position available as soon as possible until 27 January 2020 with the possibility of extension. This is an office based position and school stand-down periods do not 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. Selection may be based on application and referee reports only.

How to Apply: Applications must include a completed Shared Services Application Coversheet including the contact details of at least two referees; written response to the Selection Criteria in relation to the ACT Education Leadership Capabilities outlining experiences and/or ability; and current resume. Applications should be sent to jobs@act.gov.au

Contact Officer: Jason Borton (02) 6205 1099 jason.borton@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.

Office for Schools

Tuggeranong

Theodore Primary

Deputy Principal

School Leader B \$136,828, Canberra (PN: 41916)

Gazetted: 01 February 2019

Closing Date: 15 February 2019

Details: Theodore Primary School is a professional learning community situated in Tuggeranong and is seeking a dynamic and innovative School Leader B to join our leadership team. As a leader of access and agency, the successful applicant will provide leadership to staff and students in the development of a concept based curriculum with a focus on inquiry, differentiation, high quality pedagogy and student achievement; have proven leadership and strength in the analysis and discussion of multiple sources of data; have proven leadership and strength in building effective professional learning communities to improve student learning outcomes; support

the Principal and provide leadership to support staff with the implementation of the school plan. This is an additional School Leader B position within the leadership team.

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

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

How to Apply: Applicants will provide a Curriculum Vitae and application which address the Selection Criteria in relation to the ACT Education Leadership Capabilities.

Contact Officer: Kerri Clark (02) 6142 3100 kerri.clark@ed.act.edu.au

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

System Policy and Reform

Strategic Policy

Assistant Director Business Engagement

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 42259)

Gazetted: 05 February 2019

Closing Date: 12 February 2019

Detail: The ACT Government's vision for the Future of Education was released in August 2018. The Future of Education strategy signals a significant change in policy direction and provides the roadmap for continued investment and action for education within the ACT. An opportunity exists for a skilled leader to manage key aspects of the strategy's first phase of implementation. This position requires a committed and hardworking individual that has demonstrated experience in delivering program/project outcomes for government, with a strong understanding of schools and their complex business. The manager will continue to successfully drive ongoing stakeholder consultation and engagement throughout implementation, whilst also co-establishing with the branch an innovation function to support the Directorate's Future of Education agenda. The successful candidate will report to the Director of Strategic Policy.

Note: This is a temporary position available until the end of 2019, with the possibility of extension and/or permanency up to less than 12 months. Selection may be based on written application and references report only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2019. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: All applications, including Application Coversheet, your written response to Selection Criteria, resume must be submitted to jobs@act.gov.au. To ensure the selection panel can view your application, all documents must be saved in Microsoft Word formats (.docx, .doc) or Rich Text Format (.rtf). Other formats may not be readable on ACTPS computers, requiring documents to be converted and resubmitted.

Contact Officer: Daniel Bray (02) 6205 8253 daniel.bray@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.

System Policy and Reform

Board of Senior Secondary Studies

Office of the Board of Senior Secondary Studies

Certification Officer

School Leader C \$117,515, Canberra (PN: 42406)

Gazetted: 06 February 2019

Closing Date: 20 February 2019

Details: The ACT Board of Senior Secondary Studies (ACT BSSS) is a statutory authority responsible for the certification of Senior Secondary School studies in government and non-government schools in the Australian Capital Territory. The successful applicant will be a motivated and dynamic School Leader seeking to join the Certification section of the Board of Senior Secondary Studies and to work within a culture of high performance, collaboration and innovation.

Eligibility/Other Requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. IT qualifications and/or experience with IT, VET and the ACS database are highly desirable.

Note: This is a temporary position available ASAP until 19 December 2019 with the possibility of extension and/or permanency.

How to Apply: All applications, including the Application Coversheet, your written response to the Selection Criteria in relation to the ACT Education Leadership Capabilities including experience and/or ability as outlined in the position information, and Curriculum Vitae should be sent to: jobs@act.gov.au

Contact Officer: Martin Watson (02) 6205 7162 martin.watson@act.gov.au

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

School Improvement and Performance

Tuggeranong Network

Fadden Primary School

Executive Teacher - Inclusion

School Leader C \$117,515, Canberra (PN: 37844)

Gazetted: 06 February 2019

Closing Date: 20 February 2019

Details: Fadden Primary School is seeking a highly motivated, dynamic and innovative School Leader C to teach in our Learning Support Unit: autism specific (LSUA). The successful applicant will have a deep understanding of how to support the academic, social and emotional development of students with a range of complex and additional needs. They will demonstrate an ability to effectively plan and work collaboratively with colleagues in a team-teaching environment. As well as teaching one of our small group (LSUA) classes, the School Leader C will support a small team of teachers and LSAs in establishing an inclusive, flexible and differentiated learning program to meet the individual needs of all students. Fadden Primary School has a strong focus on inclusion, so the successful applicant will provide leadership in disability education, whilst mentoring classroom teachers to implement inclusive practices across the school. The ability to build and maintain strong and meaningful relationships with staff, students and families will be vital to the position.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available from 12 March 2019 to 26 January 2021.

How to Apply: Submit resume, Application Coversheet and statement addressing Selection Criteria to jobs@act.gov.au

Contact Officer: Liz Wallace (02) 6142 2460 liz.wallace@ed.act.edu.au

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

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

Parks and Conservation Service

Park Ranger

Park Ranger 2 \$66,656 - \$72,175, Canberra (PN: 12813, several)

Gazetted: 01 February 2019

Closing Date: 19 February 2019

Details: The ACT Parks and Conservation Service is responsible for the sustainable management of our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. The ACT Parks and Conservation Service is seeking applications from suitably qualified people who are interested in Park Ranger roles. Under limited direction, ACT Parks and Conservation Rangers Grade 2 are responsible for the delivery of a broad range of basic conservation and natural resource land management programs in various ACT parks and reserves; and demonstrate an ability to develop and plan programs. Candidates should have demonstrated relevant experience in cultural and natural resource management with clear understanding of sustainable land management and conservation principles. For further information about the roles and functions of Ranger Grade 2, please visit:

http://www.environment.act.gov.au/parks-conservation/parks-and-reserves/ranger-recruitment/_nocache

Eligibility/Other Requirements: Mandatory: Applicants must 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' licence; and be an Australian citizen, have permanent residency status or a visa permitting you to work permanently in Australia. Desirable Skills and Experience: A current Advanced First Aid Certificate or capacity to obtain one. Tertiary qualifications as noted on the attached Duty Statement.

Note: There are several positions available for filling. Applications are sought for permanent, fixed term temporary contracts (between one and five years) and temporary contracts (up to 12 months). An order of merit will be established to fill further vacancies at level which may arise over the next 12 months based from both written applications and interviews. Please note that a separate temporary register for short and fixed term temporary vacancies may also be established from written applications and referee reports only. All applications received will be considered for both the order of merit and temporary register.

How to Apply: Please email an Application Coversheet, 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 to jobs@act.gov.au

Contact Officer: Kristy Gould (02) 6207 5980 kristy.gould@act.gov.au

Environment

ACT Parks and Conservation Service

Park Ranger

Park Ranger 1 \$60,039 - \$64,616, Canberra (PN: 14592, several)

Gazetted: 01 February 2019

Closing Date: 19 February 2019

Details: The ACT Parks and Conservation Service is responsible for the sustainable management of our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. The ACT Parks and Conservation Service is seeking applications from suitably qualified people who are interested in Park Ranger roles. Under supervision, ACT Parks and Conservation Rangers Grade 1 are responsible for the delivery of a broad range of basic conservation and natural resource land management programs in various ACT parks and reserves. Candidates should have basic knowledge and/or experience in natural and cultural resource management; and the ability to apply their knowledge/experience to conservation and rural land management activities. For further information about the roles and functions of Ranger Grade 1 please visit: http://www.environment.act.gov.au/parks-conservation/parks-and-reserves/ranger-recruitment/_nocache

Eligibility/Other Requirements: Mandatory: Applicants must 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' licence. Desirable Skills and Experience: A current Advanced First Aid Certificate or capacity to obtain one. Tertiary qualifications as noted on the Duty Statement. For permanent employment, applicants must be an Australian citizen and/or have

permanent residency status in Australia. For temporary employment applicants must hold a visa permitting you to work in Australia.

Note: There are several positions available for filling. Applications are sought for permanent, fixed term temporary contracts (between one and five years) and temporary contracts (up to 12 months). An order of merit will be established to fill further vacancies at level which may arise over the next 12 months based from both written applications and interviews. Please note that a separate temporary register for short and fixed term temporary vacancies may also be established from written applications and referee reports only. All applications received will be considered for both the order of merit and temporary register.

How to apply: Please email an Application Coversheet, 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 to jobs@act.gov.au

Contact Officer: Emma Thompson (02) 6207 2262 emma.thompson@act.gov.au

Urban Renewal

Senior Project Officer

Infrastructure Officer 3 \$100,694 - \$110,536, Canberra (PN: 42186)

Gazetted: 05 February 2019

Closing Date: 12 February 2019

Details: Do you have a passion for cities and sustainable urban renewal and want to play a role in how our city is shaped into the future? The Urban Renewal Division of the Environment, Planning and Sustainable Development Directorate is seeking applications for an Infrastructure Officer to join our team of highly skilled and dedicated team of planners, designers and policy experts. The Infrastructure officer position will contribute to the planning and delivery for significant urban renewal and revitalisation projects across the ACT and we are looking for someone who is enthusiastic, flexible and knowledgeable about planning and urban renewal.

Eligibility/Other Requirements: Applicants should have demonstrated project management skills in relation to planning and land development issues. In addition, experience in government procurement and qualifications in Project Management, Planning, Architecture, Economics or Landscape Architecture would be highly valued.

Note: This is a temporary position available ASAP until 30 June 2020 with a possibility of an extension and/or permanency. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please email an Application Coversheet, a written application of no more than two pages, outlining relevant experience and examples, demonstrating your capacity to perform the duties and responsibilities of the role, along with your current Curriculum Vitae, listing two referees and their contact details. Applications are to be sent to jobs@act.gov.au

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

Sustainability and the Built Environment

Urban Renewal

Asbestos Response Taskforce

Sales Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 35088)

Gazetted: 06 February 2019

Closing Date: 20 February 2019

Details: The Urban Renewal Branch is a delivery arm of the Environment, Planning and Sustainable Development Directorate (EPSDD). In line with the ACT Government's broader urban renewal agenda, the Urban Renewal Branch is responsible for undertaking significant programs relating to the renewal and revitalisation of the ACT's urban areas, along with delivering smaller projects to renew parts of the city's existing suburbs. One of the key areas of focus include delivering the demolition of houses, sale of sites and reporting as part of the Loose Fill Asbestos Insulation Eradication Scheme. The Asbestos Response Taskforce within the Urban Renewal branch is seeking expressions of interest from highly motivated individuals to undertake the sale functions of the Loose Fill Asbestos Insulation Eradication Scheme. The successful applicant will be required, under limited direction, to provide leadership, strategic advice and creative solutions to residential sales and marketing activities to support

the delivery of the Loose Fill Asbestos Eradication Scheme; provide advice, negotiate, liaise and consult with a broad range of internal stakeholders both private industry and across ACT Government to ensure cross-functional input into the Sales Phase of the program; and negotiate and communicate, both orally and in writing, at a senior level, to make sound well informed decisions; and to influence outcomes in a high pressure environment. Background in sales and marketing management is highly desirable.

Note: This is a temporary position available from 11 March 2019 for a period of 12 months. Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes. Selection may be selected based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Please email an Application Cover Sheet, a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Contact Officer: Louise Griffiths (02) 6205 4771 louise.griffiths@act.gov.au

Independent Competition and Regulatory Commission

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

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

Finance Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 42407)

Gazetted: 06 February 2019

Closing Date: 19 February 2019

Details: The ACT's economic regulator—the Independent Competition and Regulatory Commission—is seeking a part-time finance manager to undertake a range of budget and financial management functions, including financial analysis and reporting, budget preparation and monitoring, cash flow management, internal financial controls and financial risk management, Goods and Services Tax (GST) and Fringe Benefits Tax (FBT) calculations, and provision of financial advice and support as required. The finance manager will report directly to the Chief Executive Officer (CEO) and will regularly present to the Commission on budget and financial issues. The Commission offers a flexible, collaborative and collegiate working environment. The Commission undertakes a broad range of functions to promote competition and protect the interests of ACT consumers, including setting regulated prices for retail water and electricity services, ensuring non-discriminatory access to monopoly infrastructure, providing economic advice to the ACT Government, licensing utility services and ensuring compliance with licence conditions. You will have relevant qualifications and experience, strong verbal and written communication skills, a professional and collaborative working style, and the ability to work effectively under minimal supervision within a small specialist agency. 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 Accounting, Finance or Commerce are highly desirable. Experience in, or a good understanding of, public sector budgeting and financial requirements will be an advantage.

Note: Standard hours are 12 hours per week (November to February) and 16 hours per week (March to October), reflecting the budget and annual reporting cycles; additional hours may be required during busy periods.

How to Apply: Please submit a completed application form with your resume and a response (of no more than one A4 page) to each of the Selection Criteria to jobs@act.gov.au.

Contact Officer: Annette Weier (02) 6207 3150 annette.weier@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

Ministerial Support Unit

Senior Policy Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37213)

Gazetted: 31 January 2019

Closing Date: 14 February 2019

Detail: An opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced and highly motivated person to fill the position of Senior Policy Officer (Administrative Services Officer Class 6), in the Ministerial Support Unit. The successful applicant will be responsible for the provision of well researched and timely advice to the Minister, as well as ACT Corrective Services and Justice and Community Safety Executives regarding correctional practice, and other relevant issues. You will also contribute to the development and implementation of strategic and operational policy by interpreting and synthesising existing policy, legislation, and practices to create insightful, concise, and intelligible products. The successful applicant should have a good knowledge of the functions of the ACT Government and be able to write to a high standard. You should also possess well developed organisational skills, a demonstrated ability to turn work around quickly and be willing to work as part of a team. Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are required to submit four items: 1) ACT Government Application Coversheet; 2) statement of claims against specified Selection Criteria; 3) a current resume; and 4) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.

Contact Officer: Nathan Costigan (02) 6205 3602 nathan.costigan@act.gov.au

Human Rights Commission

Victim Support ACT

Aboriginal and Torres Strait Islander Victim Liaison Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38846, several)

Gazetted: 01 February 2019

Closing Date: 26 February 2019

Details: Victim Support ACT is seeking two highly motivated and enthusiastic Aboriginal and Torres Strait Islander Victim Liaison Officers. The Aboriginal Victim Liaison Officers will be proactive about outreach and play an integral role in raising awareness in Aboriginal and Torres Strait Islander communities about the rights of victims of crime and services available; facilitating access to the services of Victim Support ACT; and delivering a range of services with flexibility including advocacy, group work and case management. Proactive outreach in the community is a core element of the role. Aboriginal Victim Liaison Officers work closely with team members across Victim Support ACT seeking to deliver relevant and culturally responsive services to Aboriginal and Torres Strait Islander victims of crime. See the attached role description for further information regarding duties and responsibilities. The ACT Human Rights Commission is an Equal Opportunity employer. We support workforce diversity and are committed to creating an inclusive workplace. As part of this commitment people with disability and those who identify as LGBTIQ are encouraged to apply. If you have a disability and would like assistance to apply for this position, please reach out to the Contact Officer.

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

How to Apply: Interested applicants should prepare a response that addresses the Selection Criteria in no more than three A4 pages (maximum). Please send your response along with the Application Coversheet, your Curriculum Vitae and the contact details of at least two referees to jobs@act.gov.au

Contact Officer: Heidi Yates (02) 6205 0399 heidi.yates@act.gov.au

**Human Rights Commission
Victim Support ACT
Financial Assistance Scheme
Assessor**

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 42175, several)

Gazetted: 01 February 2019

Closing Date: 26 February 2019

Details: Victim Support ACT is seeking a highly organised individual with strong assessment and interpersonal skills to join the Financial Assistance Scheme within the ACT Human Rights Commission. Duties of the Assessor include progressing a caseload of less complex applications for victims of crime financial assistance; making timely, accurate and well-reasoned decisions in accordance with legislation; providing information and referrals for clients with additional support needs. See attached role description for further information regarding duties and responsibilities. The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position Contact Officer.

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

Note: There are several positions available, one permanent position available as soon as possible and one temporary position available up to a period of 18 months.

How to Apply: Your application should consist of the Application Coversheet, a current Curriculum Vitae and your response to the Selection Criteria. Please limit your response to the Selection Criteria to three A4 pages in total.

Contact Officer: Katrina Platt (02) 6207 4941 katrina.platt@act.gov.au

ACT Emergency Services Agency

ACT Fire and Rescue

Recruit Firefighters

FB1 (FF 4th Class in Training) \$69,301, Canberra (PN: FB12019, several)

Gazetted: 04 February 2019

Closing Date: 18 February 2019

Details: ACT Fire and Rescue are seeking intelligent, fit and community focussed women and men from all walks of life to join our professional Firefighting team. For more information on the challenges, opportunities and rewarding lifestyle enjoyed by modern firefighters, [please visit our careers page here](#).

How to Apply: Access to the online application form is available here or by contacting HorizonOne Recruitment at actfr@horizonone.com.au or on (02) 6189 1044.

Applications close 9:00am Monday 18 February 2019.

Applicants should note that a Joint Selection Committee (JSC) will be established in accordance with the collective/enterprise agreement provisions will assess all applications for this position. This selection process is not appealable.

Contact Officer: HorizonOne Recruitment (02) 6189 1044 actfr@horizonone.com.au

ACT Corrective Services

Custodial Operations

Detainee Services

Women and Children Services Coordinator

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39536)

Gazetted: 05 February 2019

Closing Date: 19 February 2019

Detail: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the role of Women and Children Services Coordinator (SOGC) in Custodial Operations. The successful applicant will be responsible for providing high level support and advocacy for Women detainees within the Alexander Maconochie Centre and providing leadership and support for staff within the

Women's unit. You will also support family ties for all offenders, specifically with regard to children, to recognise the impact of parental imprisonment on children and to identify strategies to mitigate these impacts within a custodial setting. Further to this you will be responsible for coordinating and enhancing the delivery of gender specific programs and services for women detainees in custody including reintegration activities and outreach and working with case managers to ensure sentence management plans are gender specific and that appropriate services and programs are accessible. In addition, you will lead and participate in research development, evaluations and quality assurance work programs that impact Women detainees and child visitors, manage new projects and ongoing initiatives and provide high quality reports, submissions, high level briefs and correspondence on a number of complex issues. To be successful, you will demonstrate exceptional communication and interpersonal skills, in addition to strong leadership and management qualities. You will also demonstrate an ability to develop and compose complex workplace documents.

Eligibility/Other requirements: Demonstrated experience and/or willingness to work with detainees is essential. The successful candidate may be required to undergo a 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/18004.

Note: This is a temporary position available for an initial period of six months with the possibility of extension up to less than 12 months.

How to apply: Applicants are required to submit five items: 1) ACT Government Application Coversheet; 2) statement of claims against specified Selection Criteria; 3) a current resume; 4) the names and contact details of two referees (one should be a current Supervisor/Manager); and 5) a copy of their driver's licence. Please ensure you submit all five items.

Contact Officer: Mark Bartlett (02) 6207 8983 mark.bartlett@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning Programs and Reintegration

Team Leader, Transitional Services

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 43750)

Gazetted: 05 February 2019

Closing Date: 19 February 2019

Detail: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to join the Programs and Reintegration Unit as the Transitional Services Team Leader (Senior Officer Grade C). This position is based at the Transitional Release Centre (TRC), at the Alexander Maconochie Centre (AMC). The successful applicant will manage transitional activity within the TRC as well as the wider AMC, as part of the Transitional Release Program (TRP). You will also ensure a positive approach to enhancing reintegrative activity, supporting the aims of Integrated Offender Management. In addition, you will ensure operational activities within the TRC are maintained, including unit security checks; drug and alcohol screening; searching accommodation units and areas for contraband; facilitating detainee visitations; ensuring the monitoring detainees on work, day or weekend leave and liaising with AMC Intel and custodial management. Further to this, you will liaise closely with detainees and other stakeholders, to support the creation of appropriate release plans and scrutinise and evaluate detainee leave applications for work, day and weekend release, with particular consideration given to the community and detainee safety and risk associated with reintegration activity, making recommendations to the General Manager, regarding these applications. To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders, in addition to demonstrating strong leadership and management qualities.

Eligibility/Other Requirements: Demonstrated experience and/or willingness to work with offenders and detainees on a daily basis is essential. Relevant tertiary qualifications and/or equivalent correctional experience are desirable. Experience in liaison and negotiation with the public, private and not for profit sector is highly desirable. Eligible candidates will be required to undergo a criminal record check and mandatory Justice and Community Services training. Eligible applicants may be required to undertake psychological aptitude testing as part of the assessment process. A current driver's licence is required. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

How to apply: Applicants are required to submit five items: 1) ACT Government Application Cover Sheet; 2) statement of claims against specified selection criteria; 3) a current resume; 4) the names and contact details of two referees (one should be a current Supervisor/Manager); and 5) a copy of your current driver's licence. Please ensure you submit all five items.

Contact Officer: Anna Kirkham (02) 6205 4818 anna.kirkham@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

City Services

Libraries ACT

Content and Engagement

Digital Services Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41836)

Gazetted: 06 February 2019

Closing Date: 21 February 2019

Detail: We need a highly motivated, skilled influencer with a passion for collaborative innovation to help implement a new Integrated Library System for Libraries ACT. In this role you will provide active project support including: working with systems, people, and processes across 10 sites (no two days will be the same); preparing project documentation; implementing and coordinating UAT; building robust processes, and you will also provide support for the Digital Services Manager. Working within complex systems environments, building influence with stakeholders, and supervising a small team to deliver high quality services will be a central part of your role, as will managing change. If this sounds like a job made for you, we want to hear from you. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Your two page response should be written in the form of a pitch and address your capacity to perform the duties and responsibilities specified by: Detailing your greatest achievement in the last five years and how it relates to this position and the duties. Outlining your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Contact Officer: Shruti Navathe (02) 6207 5567 shruti.navathe@act.gov.au

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

Transport Canberra

Public Transport Operations

Fleet Services

Trades Assistant

EGSO4.2 - Workshop Staff \$61,964, Canberra (PN: SWM029, several)

Gazetted: 06 February 2019

Closing Date: 20 February 2019

Details: North and South Depots. Working to rotating rostered shifts, the successful applicant will be required to perform duties associated with periodic fleet lube service procedures, heavy-duty industrial tyre and wheel replacement, vehicle chassis and engine cleaning. Other duties include workshop cleaning and minor maintenance activities as directed. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

Eligibility/Other Requirements: Appropriate Qualifications and/or relevant certificates. Experience in tyre fitting/vehicle servicing/trades assistance would be highly desirable. Possession of a current driver's licence and the ability to obtain and hold a Transport Canberra yard licence. The ability to work rotating rostered shifts. Successful applications will be subject to successfully completing a language, literacy and numeracy test, pre-employment medical and Police Consent form.

How to Apply: Applicants are requested to submit an application addressing the Selection Criteria, current Curriculum Vitae and completed Application Coversheet to jobs@act.gov.au.

Contact Officer: Alistair Kirkpatrick (02) 6207 7540 alistair.kirkpatrick@act.gov.au

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

City Services

Birrigai Outdoor School

Catering Team Leader

General Service Officer Level 7 \$59,230 - \$62,549, Canberra (PN: 36496)

Gazetted: 01 February 2019

Closing Date: 19 February 2019

Details: Birrigai has an upcoming vacancy for a highly motivated Catering Team Leader. The position includes leading the team in the kitchen, ordering supplies and completing administrative tasks related to kitchen operations, such as staff rosters. The successful applicant will be required to coordinate dietary requirements and manage the menu in accordance with the ACT Health and Education Directorate Fresh Tastes program. The Birrigai kitchen is a fully functioning commercial kitchen adjoining a dining area which seats up to 120 people. The kitchen caters all meals, breakfast, lunch and dinner, while also preparing cakes and slices for morning and afternoon tea. With large and often multiple groups on site the Catering Leader is responsible for coordinating meals which may need to occur in two sittings. The role is responsible for overseeing two fulltime staff, a chef and kitchen hand, while also coordinating rostering of additional casual kitchen hands and agency chefs as necessary dependent upon the number of meals to be served in a sitting. For further information regarding the position it is suggested that applicants speak with the Contact Officer. 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: Please see attached Duty Statement for mandatory requirements. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

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

How to Apply: All applications should include a written response to the Selection Criteria (no more than one page per criteria), current resume and Application Coversheet. All applications should be sent to jobs@act.gov.au

Contact Officer: Catherine Ellis (02)620 78044 catherine.ellis@ed.act.edu.au

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

Transport Canberra and City Services

Transport Canberra

Public Transport Operations

Business Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 42200)

Gazetted: 01 February 2019

Closing Date: 20 February 2019

Details: Applications are sought from suitable candidates for the temporary vacancy Business Manager within Transport Canberra, Public Transport Operations. The Business Manager is a key coordination role within the Transport Canberra Operations team. Transport Canberra Operations is comprised of bus and light rail operations, network systems, assets and procurement and business systems management. Support in the processes involved

in effective delivery of high profile projects and business critical operational tasks is the focus of the role. The primary responsibilities for this position include: coordination of audit and Transport Canberra Operations critical business documents; act as the division point of contact and liaise with key stakeholders and action requests to proactively ensure all communications and responses meet deadlines; manage collation of information for annual report relating to Transport Canberra Operations; build and maintain productive relationships with key stakeholders and senior staff within the division; manage and review high level government business including ministerials, questions on notice and other time critical government documents and responses; and coordinate and organise regular divisional team meetings and team forums, document and report on action items. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please submit an application of no more than two pages outlining your suitability against Selection Criteria and tell us what you will bring to the role and why you are interested in working for Public Transport Operations along with your current resume. If you have any questions about the position please call the Contact Officer. Applications close 4:00 pm Wednesday 20 February 2019.

Applications should be sent to the Contact Officer.

Applicants should note that a Joint Selection Committee (JSC) will be established in accordance with the collective/enterprise agreement provisions will assess all applications for this position. This selection process is not appealable.

Contact Officer: Judith Sturman (02) 6205 2639 judith.sturman@act.gov.au

Suburban Land Agency

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

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

Development Delivery Group

Greenfields

Development Director

Infrastructure Manager/Specialist 1 - Infrastructure Manager/Specialist 2 \$153,082 - \$164,017, Canberra (PN: 42090)

Gazetted: 04 February 2019

Closing Date: 20 February 2019

Details: The Suburban Land Agency is responsible for the encouragement and promotion of inclusive communities, suburban development through delivering all Government land sales and acquisitions, including undertaking estate development and urban renewal projects, and delivering operational effectiveness through value for money risk based practices. The ACT's land release program is one of the largest commercial valued programs in Australia. The Suburban Land Agency is seeking a highly experienced Development Director to join the Development Delivery Group within the Suburban Land Agency. The successful applicant will be responsible for leading a team to deliver a number of exciting and complex land development projects from conception through to completion. Your strengths will include the strategic understanding of land and property development processes and the ability to manage a program of works according to budgets and deadlines, build and maintain effective stakeholder relationships, analysis and manage risks and make sound, well informed decisions. You will also have the ability to influence and shape policies and priorities, manage workloads, work to multiple deadlines, deliver high quality outputs under pressure and represent the Suburban Land Agency at meetings with authorities, private enterprise and community groups, including public meetings.

Eligibility/Other requirements: The successful applicant must hold a relevant professional qualification or accreditation with a professional body recognised with Australia; or have significant building or infrastructure knowledge and/or project management experience. The successful applicant will require knowledge and experience of land development, project management, planning, design and construction processes. Relevant tertiary qualification or experience deemed equivalent is highly desirable.

Note: This position will be filled at either the Infrastructure Manager Specialist 1 or Infrastructure Manager Specialist 2 level dependant on the skills, qualifications and experience of the successful applicant. This position

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

How to Apply: Please email an Application Coversheet, a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details to jobs@act.gov.au

Contact Officer: David Thornhill (02) 6207 7037 david.thornhill@act.gov.au

Finance

Project Accounting

Senior Management Accountant

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 19185, several)

Gazetted: 31 January 2019

Closing Date: 18 February 2019

Details: Opportunities exist for a permanent and a temporary vacancy (with a possibility of an extension) within one of the ACT Government's most interesting agencies. This diverse role offers a unique opportunity to work in a hybrid commercial and government setting. We are looking for Finance professionals who enjoy a fast paced, dynamic environment. This is a great opportunity for experienced Senior Management Accountants who are comfortable working in a project accounting environment. The ideal candidates will be degree qualified in a related field and it is desirable that the role occupants have completed or have substantial progression towards CPA/CA membership. Demonstrated experience with in-depth financial analysis and internal budget reporting. It is essential that you have well developed communication skills with a strong focus on stakeholder management. If you are a confident professional who is capable of multi-tasking and thrives on challenges, we would like to hear from you.

Eligibility/Other Requirements: Degree qualified in a related field and completion or substantial progression towards full membership of CPA Australia or Chartered Accountants Australia and New Zealand.

Note: There is one permanent position available commencing as soon as possible and one temporary position available from 12 March 2019 to 01 December 2019 with the possibility of extension. A merit list will be established from this selection process and may be used to fill future similar vacancies over the next 12 months. These positions will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please email to jobs@act.gov.au an Application Coversheet, a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Contact Officer: Kaylene Schroeder (02) 6207 6663 kaylene.schroeder@act.gov.au

Canberra Health Services

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

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

Canberra Health Services, Executive Directors - Band 2

Executive Level 2.1 – 2.3 \$254,334 - \$296,034 depending on current superannuation arrangements, Canberra (PN: EX2019, several)

Gazetted: 01 February 2019

Closing Date: 15 February 2019

- Drive change, deliver strategies and make a difference!
- Exciting opportunity for enthusiastic, passionate and self-driven professionals.
- Very attractive conditions including generous remuneration with salary sacrifice options.

Canberra Health Services (CHS) are seeking a number of skilled professionals to fill the positions of - Executive Level 2.1

Executive Director, Cancer and Ambulatory Support, (E627)

(remuneration package ranging from \$254,334 - \$265,301 depending on current superannuation arrangements of the successful applicant, including a cash component of \$199,397)

Executive Level 2.2

Executive Director, Community, Aged Care and Rehabilitation, (E370)

Executive Director, Critical Care, (E624)

Executive Director, Women, Youth and Children, (E625)

(remuneration package ranging from \$266,202 - \$277,760 depending on current superannuation arrangements of the successful applicant, including a cash component of \$210,138)

Executive Level 2.3

Executive Director, Mental Health, Justice Health, Alcohol and Drug Service, (E622)

Executive Director, Surgery, (E623)

Executive Director, Medicine, (E626)

(remuneration package ranging from \$283,610 - \$296,034 depending on current superannuation arrangements of the successful applicant, including a cash component of \$225,891)

An Executive Director in Canberra Health Services is responsible for effectively managing all strategic direction and operations across their service areas as well as innovation, accountability and change across their service area. The Executive Director will provide high level insights and guidance in the operation of patient flow systems and processes to improve access and performance and will maintain effective linkages across CHS and other ACT services to ensure they are person and family centred.

To be successful you will have outstanding leadership skills and will be able to communicate professionally and work with flexibility, efficiency and diplomacy, both individually and as part of a team. You will also have proven skills in driving innovation and change within a complex environment.

Applications are encouraged from people with previous experience working in the health sector.

Interested candidates are requested to:

- nominate the position/s you wish to be considered for in a covering letter;
- complete the Application Coversheet;
- submit a response to the Executive Capabilities encasing relevant experience in no more than two pages; and
- current curriculum vitae and the name and contact details of two referees.
- applications should be emailed to jobs@act.gov.au

Please Note: If you do not nominate the position(s) you are applying for, it will be assumed that you are applying for all positions being advertised.

Please note: If you do not nominate the position(s) you are applying for, it will be assumed that you are applying for all positions being advertised.

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

Contact Officer: Ms Bernadette McDonald, Chief Executive Officer on (02) 5124 4700 or Bernadette.McDonald@act.gov.au

Pathology

Clinical Chemistry

Staff Specialist Band 1-5 \$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 29846)

Gazetted: 07 February 2019

Closing Date: 28 February 2019

Details: About us:

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

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

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

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

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

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

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

Overview of the work area and position:

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

Clinical Chemistry provides a diagnostic, analytical and consultative services. It performs a wide spectrum of testing that ranges from automated, high throughput analysis to specialised testing. It is one of the busiest laboratories with pathology performing over 1 million tests per annum. Clinical Chemistry is currently accredited with the Royal College of Pathologists Australasia (RCPA) for provision of Registrar training for a period of 4 years. Under broad direction of the Executive Director of Pathology, you will be required to provide supervision and leadership of the Clinical Chemistry laboratory, attend the laboratory for designated sessions, participate in the Clinical Chemistry on-call roster, and provide supervision and training to registrars ensuring quality of results reported from the laboratory.

This position would be ideal for a JSAC dual fellowship holder with interest in Endocrinology and metabolic medicine as it may be possible to organise associated clinical work to cover these areas.

Personal Attributes:

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

Strong organisation skills with a high degree of drive

Excellent written and oral communication skills and the ability to liaise with a diverse range of clients

Ability to work in a team environment

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

Qualifications and experience:

Be registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA) with specialist registration in Chemical Pathology.

Fellowship of the Royal College of Pathologists Australasia (FRCPA) or equivalent.

Tertiary qualifications or equivalent in Chemical Pathology and eligibility for membership of the appropriate professional organisation.

Must hold a current driver's licence.

Be registered under the Working for Vulnerable People Act.

Desirable:

Higher academic qualifications are desirable

Previous management experience

An interest and proven record in clinical research

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

Undergo a pre-employment Police check.

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

Note: This is a permanent part time position at 24 hours per week.

Salary, Remuneration and Conditions:

Staff Specialist Bands 1-5: \$164,470 - \$202,960

Senior Staff Specialist: \$222,205

Starting salary will be negotiated within this band for the successful candidate, depending on their experience and expertise.

Reimbursement of relocation costs may be available if you are the successful candidate.

Medical Staff in the Health Directorate enjoy excellent conditions, and our Enterprise Agreement is available at www.health.gov.au/employment

Contact Officer: Tracey Farrar (02) 5124 2893 tracey.farrar@act.gov.au

Clinical Services

Women's, Youth and Children

Women, Youth and Children Community Health Program

Child and Youth Protection Services, Liaison Officer

\$122,486, Canberra (PN: 00103)

Gazetted: 07 February 2019

Closing Date: 21 February 2019

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Child and Youth Protection Services (CYPS) Liaison Officer Position is a leadership role which promotes positive client outcomes through the provision of high quality services that facilitate effective communication, liaison and negotiation between CHS and the Office for Children, Youth and Family Support in the Community Services Directorate. The position also provides nursing governance for a small and highly specialised team of nurses within the Child Health Targeted Support Services. The successful applicant will have advanced clinical skills, high level negotiation and liaison skills and experience in managing systems of clinical governance and leading quality improvement. This is a rewarding and exciting position that will require someone with the ability to be flexible and responsive.

Eligibility/Other Requirements: Mandatory: Be registered with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse and current driver's licence. Desirable: Post graduate qualification in a relevant Nursing or Midwifery field and holding or working towards a higher degree in a relevant field. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available for six months with the possibility of extension. This position is part-time at 32 hours per week and the full-time salary noted above will be paid pro-rata. This four day a week position is situated two days week at Child Youth Protection Services located at 11 Moore Street Canberra City and two days per week at the Centenary Hospital for Women and Children, Garran.

Contact Officer: Bronwyn Roberson (02) 6244 2712 bronwyn.roberson@act.gov.au

Clinical Services

Medicine

Clinical Forensic Medical Services

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$114,377, Canberra (PN: 23979)

Gazetted: 07 February 2019

Closing Date: 21 February 2019

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high-quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of CHS's Quality Strategy and government priorities and aligning them with CHS's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: CHS Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Clinical Forensic Medical Services (CFMS) is a medical unit within CHHS and is the locally based well established clinical

service that provides forensic medical care to patients from the ACT and surrounding areas for Clinical Forensics ACT (CFACT) (medical services to the Australian Federal Police), a contracted medical services to the AFP, Forensic and Medical Sexual Assault Care (FAMSAC), the CHS based sexual assault service for medical care and forensic medical assessments, and the 'Fitness To Drive Medical Clinic' (FTDMC). Under the direction of the CFMS Medical Director the CNC role is responsible for the provision of high level clinical co-ordination of the CFMS services. High level quality customer service is integral with confidentiality and access to sensitive documents. The successful applicant will be required to work as part of a multidisciplinary team and provide support on the roster with on-call and call out services.

Eligibility/Other Requirements: Mandatory: Registered (or eligible for registration) as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA); ability to hold and retain an AFP Security Clearance; qualifications in the area of sexual assault or forensic nursing. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS credentialing requirements for allied health professionals; comply with CHS Occupational Assessment, Screening and Vaccination policy; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; hold a current driver's licence.

Note: This is a temporary position available from February 2019 until September 2020 with the possibility of extension.

Contact Officer: Wendy Mossman (02) 5124 2619 wendy.mossman@act.gov.au

Clinical Services

Mental Health Justice Health Alcohol and Drug Services

Justice Health Services

Clinical Nurse Consultant, Primary Health, Justice Health Services

Registered Nurse Level 3.2 \$114,377, Canberra (PN: 29880)

Gazetted: 07 February 2019

Closing Date: 21 February 2019

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of work area and position: The Justice Health Services Primary Health Team provides high quality primary healthcare to people located within the Alexander Maconochie Centre and the Bimberi Youth Justice Centre. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services. At this level you will provide senior leadership for the clinical and administrative operations of the Primary Health team. This includes the day-to-day management of human and material resources allocated to ensure the provision of safe, efficient, cost effective, high quality health care services.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Current driver's licence; and holds or is working towards post-graduate nursing qualifications and/or has demonstrated advanced clinical knowledge, skills and experience in the area of practice. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

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

Contact Officer: Rory Maguire (02) 6207 2841 rory.maguire@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

CAMHS Mental Health Technician

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 41201, several)

Gazetted: 07 February 2019

Closing Date: 21 February 2019

Details: About us: Canberra Health Services is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for Canberra Hospital and Health Services (CHHS) which includes ensuring the delivery of Canberra Health Services Quality Strategy and government priorities, and aligning them with Canberra Health Services Territory Wide Services Framework. CHHS provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. 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 and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include: Rehabilitation and Speciality Services; Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues. Under the direction of the Manager of CAMHS Adolescent Mobile Outreach Service (AMOS), the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. Health Professional Officers within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia; eligibility for professional membership of Occupational Therapy Australia; applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service; must hold a current driver's licence. For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia; applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service; must hold a current driver's licence. For Social Work: Degree in Social Work. Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service; eligibility for membership of the Australian Association of Social Workers; must hold a current driver's licence. Highly desirable for all disciplines: Experience in working with children and young people. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious disease; comply with Canberra Health Services credentialing and scope of clinical practice requirements for registered nurses.

Note: These roles are required to work rotating shifts including weekends and public holidays.

Contact Officer: Melina Tsembis (02) 5124 1407 melina.tsembis@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Occupational Therapist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 27902)

Gazetted: 07 February 2019

Closing Date: 21 February 2019

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions, communications, performance conversations and the capabilities we are developing to successfully deliver services to the community. CHS provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high-quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of CHS's Quality Strategy and government priorities and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: 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 and maintenance of well-being and harm minimisation. The participation of people access our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services; Justice Health Services; Rehabilitation and Specialty Mental Health Services. This Occupational Therapist position is based in the Assertive Community Outreach Service (ACOS). The ACOS is a dynamic and supportive multidisciplinary team providing assertive community outreach treatment to people experiencing and living with a severe mental illness and complex needs in a community setting. The Adult Community Mental Health Services (ACMHS) provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new model of care is underpinned by principles of recovery and aims to increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions; clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact; provide optimal treatment for people in their homes and community as effective hospital diversion. The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. Importantly the new model of care will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care. The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants). This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements: Mandatory: Hold registration with the Occupational Therapy Board of Australia; professional membership or eligibility for professional membership of Occupational Therapy Australia; minimum of three years, ideally five years, post-qualification experience; current driver's licence. Highly desirable qualifications: Have a strong understanding of working in an Adult Community Mental Health Service. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with

CHS Occupational Assessment, Screening and Vaccination policy; comply with CHS credentialing requirements for allied health professionals; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is temporary position available for a period of 12 months. ACOS operates an extended hours service, operating seven days a week from 08:30 to 21:00 and the position holder will be required to work a rotating roster including morning and evening shifts.

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

Clinical Services

Medicine

Acute Support Services

Physiotherapist Outpatients

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 22009)

Gazetted: 07 February 2019

Closing Date: 21 February 2019

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. CHS provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high-quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of CHS's Quality Strategy and government priorities and aligning them with CHS's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in an acute inpatient setting and specialised outpatient services to patients of Canberra Hospital. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high-quality patient centred care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. The overall functions of the 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.

Eligibility/Other Requirements: Mandatory: Degree or Diploma in Physiotherapy or equivalent qualifications; be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA); current driver's licence. Desirable: At least three year's work experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS credentialing requirements for allied health professionals; comply with CHS Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency. An order of merit may be established to fill future vacancies at level over the next 12 months. Part-time hours will be considered. You will be required to participate in an overtime roster.

Contact Officer: Margot Green (02) 5124 2670 margot.green@act.gov.au

Clinical Services

Clinical Support Services

Pharmacy - Canberra Hospital

Specialist Dispensary Pharmacist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 26227)

Gazetted: 07 February 2019

Closing Date: 21 February 2019

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of CHS's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework. CHS provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Pharmacy; Biomedical Engineering; Acute Support Services; Medical Physics and Radiation Engineering; Nursing Operational Support. Overview of the work area and position: The CHS Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the CHS community". Under the direction of the Lead Pharmacist and Deputy Director of Pharmacy (Operational), the Specialist Pharmacist for the Dispensary will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, timely, efficacious and patient centred medication supplies. The purpose of this Specialist Pharmacist position is to work closely with the Dispensary Lead Pharmacist, providing seamless transition of supply services between morning and evening weekday dispensary shifts.

Eligibility/Other Requirements: Mandatory: Be registered (or eligible for registration) as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA); competency standards at the Consolidation Level for Advanced Pharmacy Practice, evidenced through a portfolio of evidence; significant experience in a dispensary environment including a high level of familiarity with supplies of S100, high risk and non-formulary medicines; and the provision of medicines information and counselling to patients and/or carers. Desirable: Previous project management, quality improvements and/or research experience; publication/s within peer reviewed journals; and current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS credentialing requirements for allied health professionals; comply with CHS Occupational Assessment, Screening and Vaccination policy; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: The position holder will also integrate into the Canberra Hospital Health Services (CHHS) Pharmacy team and will provide a range of pharmacy services on weekends and public holidays, as rostered and contribute to the on-call pharmacist roster.

Contact Officer: Sheridan Briggs (02) 5124 2121 sheridan.briggs@act.gov.au

Clinical Services

Medicine

Medical

Operations and Quality Control Officer

Technical Officer Level 3 \$69,148 - \$78,145, Canberra (PN: 37806)

Gazetted: 07 February 2019

Closing Date: 21 February 2019

Details: About us:

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

Overview of the work area and position:

Canberra Clinical Genomics is an initiative between Canberra Health Services and ANU providing a clinical genomics services for patients in Canberra. This is a vibrant and exciting position that provides support services for the diagnostic testing workflow between Canberra Health Services and ANU. The Operations and Quality Control Officer (OQCO) works under direction from the General Manager.

Eligibility/Other Requirements: Mandatory: Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Desirable: Degree in genomics or relevant field and/or appropriate knowledge and experience.

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

Contact Officer: Edda Koina (02) 5124 5630 edda.koina@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Assertive Community Outreach Service, Registered Nurse

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 40711)

Gazetted: 07 February 2019

Closing Date: 21 February 2019

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions, communications, performance conversations and the capabilities we are developing to successfully deliver services to the community. CHS provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high-quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of CHS's Quality Strategy and government priorities and aligning them with CHS's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: 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 and maintenance of well-being and harm minimisation. The participation of people access our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services;

Alcohol and Drug Services; Child and Adolescent Mental Health Services; Justice Health Services; Rehabilitation and Specialty Mental Health Services. This Registered Nurse position is based in the Assertive Community Outreach Service (ACOS). The ACOS is a dynamic and supportive multidisciplinary team providing assertive community outreach treatment to people experiencing and living with a severe mental illness and complex needs in a community setting. ACOS operates an extended hours service, operating seven days a week from 08:30 to 21:00 and the position holder will be required to work a rotating roster including morning and evening shifts. The Adult Community Mental Health Services (ACMHS) provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new model of care is underpinned by principles of recovery and aims to increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions; clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact; provide optimal treatment for people in their homes and community as effective hospital diversion. The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. Importantly the new model of care will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care. The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants). This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements: Mandatory: Be registered as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) and current driver's licence. Desirable: Post Graduate qualifications in Mental Health Nursing, or working towards. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy; comply with CHS credentialing requirements for allied health professionals; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Clinical Services

University of Canberra Hospital

Centre for Rehabilitation

Neuropsychologist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 35641)

Gazetted: 07 February 2019

Closing Date: 21 February 2019

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with Canberra Health Services' Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the

work area and position: An exciting opportunity exists for a Neuropsychologist to join the friendly and supportive Psychology and Counselling team in the Division of Rehabilitation, Aged and Community Care (RACC). Our team consists of Clinical Neuropsychology, Clinical Psychology, and Rehabilitation Counsellor Positions. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings. The successful applicant will provide high quality neuropsychological services across the RACC inpatient and outpatient settings. Services include assessment, feedback, provision of reports, cognitive remediation, service improvements, and education of clients and staff, as required. The caseload consists of: Rehabilitation (e.g. for adult clients with stroke, traumatic brain injury, MS). Older adults, including the RACC multidisciplinary memory clinic which is based on the Victorian CDAMS diagnostic model. Inpatients and outpatients (through the Community Rehabilitation Team). Supervision is available for the PBA registrar program. Supervision is provided by a Senior Clinical Neuropsychologist who is a Psychology Board of Australia (PBA) approved supervisor for Clinical Neuropsychology Area of Practice Endorsement. The overall functions of the Neuropsychologist will: Promote positive client outcomes through the provision of high-quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team; Provide individual or group service delivery; Perform normal professional work under general professional guidance; May perform novel, complex, critical or difficult tasks with professional supervision; Participate in the supervision and training of other staff, as directed.

Eligibility/Other Requirements: Mandatory: Postgraduate Psychology qualification - Masters/Doctoral degree in Neuropsychology; General Psychology registration with the Psychology Board of Australia via the Australian Health Practitioner Regulation Agency (AHPRA); To be enrolled in or eligible to enrol in the neuropsychology registrar program for Area of Practice Endorsement in Neuropsychology with the Psychology Board of Australia; Previous experience working in neuropsychology or a related field. Desirable: Previous experience working in rehabilitation and/or aged care. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with Canberra Health Services credentialing requirements for allied health professionals; comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for a period of 12 months. This position may be required to participate in an overtime, on call, and/or rotation roster.

Contact Officer: Sean Hambrook (02) 5124 0076 sean.hambrook@act.gov.au

Clinical Services

Medicine

Acute Support Services

Clinical Psychologist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 12193)

Gazetted: 07 February 2019

Closing Date: 21 February 2019

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

CHS provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high-quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of CHS' Quality Strategy and government priorities and aligning them with CHS Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Overview of the work area and position: The CHS Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-

government service providers to ensure the best possible outcomes for patients. The Psychology team in Acute Support Psychology provides evidence-based care to inpatients and outpatients across four divisions of the Canberra Hospital (TCH) and Health Services (CHHS). TCH is an acute care teaching hospital of approximately 600 beds, and a tertiary referral centre that provides a broad range of specialist services to the people of the ACT and South East NSW. The team consists of Clinical Psychologist and Clinical Neuropsychologist roles. The Clinical Psychologist Registrar reports to the Manager of Acute Support Psychology role and is responsible for providing clinical assessments and intervention services to patients of TCH. Clinical supervision will be negotiated with the Acute Support Psychology Manager.

Eligibility/Other Requirements: Mandatory: Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology and be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Enrolled in (or eligible for enrolment) the Clinical Psychology Registrar Program for Area of Practice Endorsement in Clinical Psychology with the Psychology Board of Australia and previous experience working with a multidisciplinary team in an acute care setting. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS credentialing requirements for allied health professionals and comply with CHS Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for a period of two years.

Contact Officer: Elissa Jacobs (02) 5124 2045 elissa.jacobs@act.gov.au

Clinical Services

Medicine

Acute Support Services

Acute Support Nutrition, Dietitian

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 24724, several)

Gazetted: 07 February 2019

Closing Date: 21 February 2019

Details: About Us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At CHS we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. Overview of the work area and position: The Acute Support Nutrition Department invites applications from enthusiastic and suitably qualified Dietitians. The successful applicant will work in a dynamic Nutrition Department that provides a range of tertiary hospital nutrition services to inpatients and outpatients of Canberra Hospital and Health Services. Health Professional Level 2 (HP2) Dietitians work across a variety of clinical areas via a six monthly clinical rotation program. Duties include dietary assessment, nutrition care planning, nutrition counselling and monitoring within a multi-disciplinary team environment. In addition the Dietitian will be required to participate in the planning and delivery of education programs to staff and client groups and quality improvement initiatives. CHS has a commitment to professional development and is actively involved in teaching and training activities.

Eligibility/Other Requirements: Mandatory: Degree or Postgraduate qualifications in Nutrition and Dietetics or equivalent and eligible for membership of the Dietitians Association of Australia and eligible for Accredited Practising Dietitian (APD) credential. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS credentialing requirements for allied health; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: There is one permanent full-time position and multiple temporary positions available for a period of two months with the possibility of extension up to 12 months. The temporary positions could be full-time or part-time and the full-time salary noted above will be paid pro-rata. These positions may be required to participate in overtime, on call, and rotation roster (including Food Service rotation). Some weekend duty will be required. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Andrew Slattery (02) 6244 2544 andrew.slattery@act.gov.au

Clinical Services

Clinical Support Services

Logistics Support

Store Supervisor

Stores Supervisor \$55,749 - \$58,511, Canberra (PN: 23939)

Gazetted: 07 February 2019

Closing Date: 21 February 2019

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Eligibility/Other Requirements: Desirable: Current driver's licence and relevant work experience highly desired. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for 12 months with the possibility of extension. This position is rotated between the Supply Services Warehouse, Mitchell and Canberra Hospital. That selection may be based on written applications and referee reports only.

Contact Officer: Avnita Nand (02) 6207 8385 avnita.chand@act.gov.au

Clinical Services

Women, Youth and Children

Women's and Children's Health Administration

Administration Officer

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 24892, several)

Gazetted: 07 February 2019

Closing Date: 14 February 2019

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provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Health Services, Community Health Centres, client's homes, schools and Child and Family centres. The position provides administrative and general office support to the Women Youth and Children Department with duties including booking appointments, referral management, screening telephone calls, organisational and time management skills with an ability to liaise effectively with staff at all levels. A high level of knowledge and demonstrated ability in the use of health-based IT systems including ACTPAS and Clinical Portal. This role requires demonstrated ability to ensure high quality customer service standards and to support and provide assistance to the Women, Youth and Children's Management team as necessary.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: There are permanent and temporary positions available.

Contact Officer: Stephanie Edwards (02) 5124 7677 stephanie.a.edwards@act.gov.au

Clinical Services

Medicine

Dermatology Unit

Advanced Practice Nurse in Dermatology

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 38273)

Gazetted: 07 February 2019

Closing Date: 21 February 2019

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Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and hold a current driver's licence. Desirable: Tertiary qualifications or equivalent in Advanced Practice Nursing. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available for a period of 12 month with the possibility of extension. This position is part-time at 32 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Kellie Noffke (02) 5124 2619 kellie.noffke@act.gov.au

Clinical Services

Cancer, Ambulatory and Community Health Support

Advanced Practice Nurse 3.1 – Walk-in Centre CACHS

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 33487)

Gazetted: 07 February 2019

Closing Date: 21 February 2019

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CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Walk-in Centers (WiC's) provide timely and convenient access to primary health care for minor injury and illness to the local and surrounding community. The WiC's are staffed by primary health focused Advance Practice Nurses (APN) and Nurse Practitioners (NP). APN's use advanced clinical assessment skills to provide primary health assessments and treatment supported by protocols and medication standing orders. A capacity for critical thinking and enhanced clinical decision making is key.

Eligibility/Other Requirements: Mandatory: Registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) and minimum of five years post graduate nursing experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: There are several positions available, permanent and temporary. 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. Contact Officer: Sashika Maddock (02) 5124 5180 sashika.maddock@act.gov.au

Clinical Services

Surgery and Oral Health

Perioperative Unit

Perioperative Resource Manager

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 21661)

Gazetted: 07 February 2019

Closing Date: 21 February 2019

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work area and position: The Peri-operative Unit at the Canberra Hospital consists of a Day Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialties, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of area procedural/invasive specialty areas. The Resource Manager is responsible for the procurement of surgical instruments, equipment and consumable resources required to support the service provided by the Perioperative Unit. The Resource Manager is also responsible for the management of the resource team and reports directly to the Assistant Director of Nursing (ADON) of the Perioperative Unit.

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post graduate qualifications in Advanced Nursing, Peri-Operative Nursing or related field. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Contact Officer: Felicia Cooper (02) 5124 2765 felicia.cooper@act.gov.au

Clinical Services

Clinical Support Services

Pharmacy - Canberra Hospital

Lead Pharmacist

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 23019)

Gazetted: 07 February 2019

Closing Date: 21 February 2019

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CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of CHS's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Pharmacy; Biomedical Engineering; Acute Support Services; Medical Physics and Radiation Engineering; Nursing Operational Support. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the CHS community". Under the broad direction of the Deputy Director of Pharmacy (Clinical), the Lead Pharmacist for Mental Health, Justice Health and Drug and Alcohol Services (MHJHADS) will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service. The responsibility of this position is to provide leadership, management, and coordination of the clinical pharmacy services to MHJHADS. This position will also include advanced clinical, education, research and quality improvement roles. The position holder will also integrate into the CHHS Pharmacy team and will provide a range of pharmacy services on weekends, after hours and public holidays as rostered, including on call.

Eligibility/Other Requirements: Be registered (or be eligible for registration) as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA); postgraduate qualifications in Clinical Pharmacy, Management,

Education or Research, or experience deemed equivalent (supported by the development of an Advance Pharmacist Practice Portfolio); significant experience of working within the area of mental health, justice health and/or drug and alcohol management. Highly Desirable: The Society of Hospital Pharmacist of Australia (SHPA) membership; research experience and/or publication in peer reviewed journals; project management experience; current driver's licence. Prior to commencement successful candidates may be required to undergo a pre-employment Police check; comply with CHS credentialing for Allied Health professionals. 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 CHS facilities, the person occupying this position will be required to comply with CHS credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made; comply with CHS Occupational Assessment, Screening and Vaccination policy; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Hameda Lane (02) 5124 2121 hameda.lane@act.gov.au

Clinical Services

Cancer Ambulatory and Community Health Support

Breast Screen ACT

Designated Senior Radiographer

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 28556)

Gazetted: 07 February 2019

Closing Date: 21 February 2019

Details: About Us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: If you are looking to achieve work/life balance without compromising your career, then BreastScreen ACT is the workplace for you! BreastScreen ACT is a flexible and friendly workplace that strives to accommodate the lifestyle needs of all its staff. Our friendly team is a combination of full-time and part-time employees, with varying skill sets in mammography and breast sonography. BreastScreen ACT encourages continuing professional development through regular training and information sessions, and financial support for conference attendance and higher learning. BreastScreen ACT is part of the BreastScreen Australia national screening program. The service offers free breast screening to all ACT women over 40 years with a screening target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located across the ACT. These sites are found in Canberra City, Phillip and Belconnen Health Centres, with assessment clinics performed each week at the Canberra City clinic. The Designated Senior Radiographer is responsible for the management, planning and evaluation of the imaging component of this breast screening service. All service provisions for both mammography screening and assessment are developed in accordance with agreed outcomes that meet community needs, and the accreditation standards of the National BreastScreen program. This role also supports the Program Director by overseeing the radiographer screening and assessment operations of BreastScreen ACT.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); Degree or Diploma in Applied Science (Medical Imaging); ACT Radiation Licence (or eligible for). Desirable: Hold a current Certificate of Clinical Proficiency in Mammography – CCPM (or the willingness to attain). Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS credentialing requirements for allied health; comply with CHS Occupational Assessment, Screening and Vaccination policy.

Note: This position is being re-advertised and previous applicants need not re-apply.

Contact Officer: Yvonne Epping (02) 5124 1826 yvonne.epping@act.gov.au

ACT Health

Selection documentation for the following positions may be downloaded from <http://www.health.act.gov.au/employment>.

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

Health Systems, Policy and Research

Executive Group Manager, Health Systems Planning and Evaluation

Executive Level 2.2 \$266,202 - \$277,760 depending on current superannuation arrangements, Canberra (PN: E1018)

Gazetted: 04 February 2019

Closing Date: 18 February 2019

Applications from suitably qualified and experienced candidates are now being sought for the role of Executive Group Manager, Health System, Planning and Evaluation, ACT Health Directorate.

The ACT Health Directorate is responsible for the stewardship of the health system in the ACT and building a strong research and population health capability. ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations and that the health system is innovative, effective and sustainable now and in the future.

Reporting to the Deputy Director-General, Health Systems, Policy and Research, the Executive Group Manager, Health System, Planning and Evaluation will:

- Lead and manage the finalisation and delivery of the Territory Wide Health Services Plan.
- Proactively identify approaches and opportunities to engage health service stakeholders/clients, resolve issues and facilitate improved service delivery outcomes
- Collaborate across ACT Health, Canberra Health Services and the ACT health system to cultivate new ideas and facilitate development of innovation programs and initiatives.
- Lead the development and implementation of the strategic planning framework and process for ACT Health.
- Lead the implementation of the Quality Strategy.
- Lead change in a challenging, complex and dynamic environment.
- Lead the development of detailed project and implementation plans and adhere to a project management framework associated with risks, milestones, interdependencies and status reporting and review.
- Develop and/or maintain strategic partnerships.
- Evaluate the effectiveness of health programs and policies against an outcomes framework.

Eligibility/Other Requirements: To be successful in this position, the incumbent will have a demonstrated track record of successfully leading in a complex environment, inspiring a collaborative team and ensuring compliance with all applicable regulatory and legislative requirements for such a role.

How to Apply: All applications, including application coversheet, your written response to selection criteria and resume must be submitted to jobs@act.gov.au

Remuneration: The position attracts a remuneration package ranging from \$266,202 to \$277,760 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$210,138.

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

Contact Officer: Further information about the position is available from Geraldine Grayland, Geraldine.Grayland@act.gov.au, (02) 5124 9710

Health Systems, Policy and Research

Executive Group Manager, Policy Partnerships and Programs

Executive Level 2.4 \$324,854 - \$339,331 depending on current superannuation arrangements, Canberra (PN: E431)

Gazetted: 07 February 2019

Closing Date: 21 February 2019

- Strategic Leadership position covering the breadth of ACT Health and the National Health Agenda
- Lead change and transformational projects
- Champion health economics and funding levers

About the Organisation

The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

The Policy, Partnerships and Programs Branch leads and coordinates all strategic policy and stakeholder engagement activities for ACT Health. Working across the organisation, the Division facilitates optimal outcomes for ACT Health and our government partners.

About the Role

Reporting to the Deputy Director-General, Health Systems Policy and Research, the Executive Group Manager, Policy, Partnerships and Programs will:

- Deliver policy design, development, implementation and evaluation across the ACT Health System.
- Significantly contribute to whole of ACT Government and inter-governmental policy initiatives.
- Represent the ACT at National forums to drive policy and program initiatives.
- Build strong stakeholder relationships at the practitioner level and across government and non-government sectors.
- Work in partnership with key stakeholders in the ACT including relationship management with clients, community sector organisations and oversight authorities.
- Provide outstanding leadership, communicate professionally and work with flexibility, efficiency and diplomacy both individually and as part of a complex team/community effort.

About You

To be considered for this opportunity you will have:

- Previous executive experience in leading and driving reform, developing and implementing high level strategy and evidence of achievement in that context.
- Extensive knowledge and experience in best-practice and contemporary management.
- Detailed understanding of leadership, financial risk management, strategic direction-setting and the challenges facing modern healthcare service delivery.
- High level management experience and a sound understanding of the public sector.
- Demonstrated ability to develop and deliver strategic and operational policy in regulatory environments, preferably related to healthcare.
- Demonstrated professionalism and probity with a disposition to proactive risk management.
- Experience in shaping and guiding strategic financial decisions in line with organisational objectives.
- Well-developed leadership qualities, including the ability to inspire and motivate others to achieve corporate goals, identify and develop the potential in others, and assess and address future workforce and capability requirements.
- High level critical thinking, inspiring a sense of purpose and direction, thinking broadly and developing solutions.
- Exceptional interpersonal skills, listening and communicating with influence, creating partnerships and co-operation and improving outcomes.
- Political sensitivity and astuteness, engaging effectively across government and building and maintaining key relationships.
- Relevant tertiary qualifications and experience within a large healthcare setting.

How to Apply: For a confidential discussion please contact Marcus Engeman or David (Will) Wilson of Davidson on (07) 3023 1000, quoting ref no. JO-1812-92692.

Remuneration: The position attracts a remuneration package ranging from \$324,854 to \$339,331 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$263,216.

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

Contact Officer: Further information about the position is available from Marcus Engeman of Davidson, marcus.engeman@davidsonwp.com, (07) 3023 1000.

Health Systems Policy and Research

Executive Group Manager, Preventive and Population Health

Executive Level 2.3 \$283,610 - \$296,034 depending on current superannuation arrangements, Canberra (PN: E1090)

Gazetted: 07 February 2019

Closing Date: 21 February 2019

- Opportunity for a visionary, astute and resilient leader
- Drive ACT Government activity in population and preventive health
- Influence policy at a strategic level

About the Organisation:

The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

The Preventive and Population Health Division enables transformational change in terms of the demand on health services, and to controlling health costs to governments and taxpayers in both the short and long term.

About the Role:

Reporting to the Deputy Director-General, Health Systems Policy and Research, the Executive Group Manager, Preventive and Population Health will:

- Deliver public health policy design, development, implementation and evaluation across the ACT Health system.
- Significantly contribute to whole of ACT Government and inter-governmental policy and initiatives.
- Drive the government's activity in population and preventive health, increasing community engagement and leading policy at a national level.
- Build strong stakeholder relationships at the practitioner level and across government and non-government sectors.
- Work in partnership with key stakeholders in the ACT including relationship management with clients, community sector organisations and working with oversight authorities.

About You:

To be considered for this opportunity you will have:

- Demonstrated executive level experience in leading and driving reform, developing and implementing high level strategy and evidence of achievement in that context.
- Extensive knowledge and experience in best-practice and contemporary management.
- Detailed understanding of leadership, financial risk management, strategic direction-setting and the challenges facing modern healthcare service delivery.
- Outstanding leadership, communicate professionally and work with flexibility, efficiency and diplomacy both individually and as part of a complex team/community effort.
- High level management experience and a sound understanding of the public sector.
- The ability to develop and deliver strategic and operational policy in regulatory environments, preferably related to healthcare.
- Demonstrated professionalism and probity with a disposition to proactive risk management.
- Well-developed leadership qualities, including the ability to inspire and motivate others to achieve corporate goals, identify and develop the potential in others, and assess and address future workforce and capability requirements.
- High level critical thinking, inspiring a sense of purpose and direction, thinking broadly and developing solutions.
- Exceptional interpersonal skills, listening and communicating with influence, creating partnerships and co-operation and improving outcomes.
- Political sensitivity and astuteness, engaging effectively across government and building and maintaining key relationships.
- Relevant Tertiary qualifications, preferably in population health or epidemiology.

How to Apply: For a confidential discussion please contact Marcus Engeman or David (Will) Wilson of Davidson on (07) 3023 1000, quoting ref no. JO-1812-92690.

Remuneration: The position attracts a remuneration package ranging from \$283,610 to \$296,034 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$225,891.

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

Contact Officer: Further information about the position is available from Marcus Engeman or David (Will) Wilson of Davidson on, marcus.engeman@davidsonwp.com, (07) 3023 1000.

Corporate Services

Digital Solutions

Office of the Chief Information Officer

Receptionist

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 41828)

Gazetted: 07 February 2019

Closing Date: 14 February 2019

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. This includes the provision of financial and business support services, and maintaining physical and technological infrastructure for the ACT's public hospitals and health services. The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology services and capabilities across the ACT Health Directorate and Canberra Health Services. The Digital Solutions Division is responsible for the development, implementation and support of the Digital Health Strategy; management of technology services and coordination of technology projects; management of the relationship and services delivery by technology vendors; development, implementation and maintenance of technology policies and procedures; ensuring information security. Overview of the work area and position: Under direction, you will play a key role in providing day to day reception services for the Bowes Street office of the ACT Health Directorate, incorporating our core values, Care, Excellence, Collaboration, and Integrity. You will often be the first point of contact to assist the general public, staff and other government/organisation contacts with appointments, deliveries and a range of other enquiries. You will also be the primary responder to assist staff with a range of support such as the booking of visitor carparks, mail, allocation of lockers and support with reporting maintenance issues.

Eligibility/Other Requirements: Desirable: Experience in a health care setting and previous experience as part of a team in a high demand environment and possess a positive approach to their work. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: The Receptionist is required to wear an ACT Health uniform when undertaking their duties as these positions form the public face of the ACT Health Directorate for visitors to the Bowes Street offices. The hours of work of the Receptionists are normally set through a roster within the hours of 07:30 to 18:00 Mondays to Fridays.

Contact Officer: Rebecca Heland 02 5124 9340 rebecca.heland@act.gov.au

Strategic Finance

Internal Management Reporting

Finance Manager - Internal Management Reporting

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 01868)

Gazetted: 07 February 2019

Closing Date: 21 February 2019

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Internal Management Reporting Unit within the Strategic Finance Branch, provides business management support and advice to the ACT Health Directorate and works in collaboration with the Canberra Hospital and Health Services Directorate. Finance Managers provide a range of services such as budget preparation, reporting, analysis and financial support to Divisions within the Health Directorate. As the primary contact for financial advice and

support, the Finance Manager will be flexible in meeting changing priorities and adaptable in working with a variety of different stakeholder groups.

Eligibility/Other Requirements: Desirable: a degree or diploma from an Australian tertiary institution, or a comparable overseas qualification, in commerce, accounting, business, economics or equivalent operational experience would be a distinct advantage; relevant experience in a hospital or health care setting, leading and managing a team are highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Rachael Petersons (02) 6207 8143 rachael.a.petersons@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Graduate Administrative Assistant \$66,656 - \$68,699

Sophia Bouzas 858-59593, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Jayden Caelli 858-61511, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Adrian Carl 858-61212, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Danielle Forner 858-61407, Section 68(1), 4 February 2019

Administrative Services Officer Class 6 \$79,824 - \$91,356

Sharna Groot 858-60906, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Brione Harris 858-60623, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Katherine Holland 858-59219, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Arif Hussain Hazara 858-59235, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Lamis Kazak 858-65600, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Annabelle King 858-58654, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Anh Huy Le Ho 858-59462, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Jason Morel 858-61191, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Sujo Samuel 858-59059, Section 68(1), 4 February 2019

Administrative Services Officer Class 4 \$66,656 - \$72,175

Jessie Kaye Sorenson 848-77802, Section 68(1), 31 January 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Benjamin Vance 858-61415, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Qinyi Ye 858-59323, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Lynda Zhan 858-59489, Section 68(1), 4 February 2019

Community Services

Health Professional Level 4/Senior Officer Grade C \$100,462 - \$108,140

Melissa Denise Davis 787-39681, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Jessica Downes 858-59585, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Aimee Malycha 858-59681, Section 68(1), 4 February 2019

Senior Officer Grade C \$100,462 - \$108,140

Victoria McMasters 858-64413, Section 68(1), 5 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Ellen Riley 858-59331, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Megan Theobald 858-60711, Section 68(1), 4 February 2019

Administrative Services Officer Class 6 \$79,824 - \$91,356

Keith Gordon Todd 858-65766, Section 68(1), 14 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Daniel Watson 858-59614, Section 68(1), 4 February 2019

Education

School Assistant 2 \$45,058 - \$49,757

Emily Claire Davis 849-10596, Section 68(1), 4 February 2019

Senior Officer Grade B \$118,319 - \$133,197

Michelle Fisher 858-24219, Section 68(1), 5 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Georgia Niedermeier 858-59470, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Michael Reardon 858-59243, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Jessica Walpole 858-60383, Section 68(1), 4 February 2019

Environment, Planning and Sustainable Development

Graduate Administrative Assistant \$66,656 - \$68,699

Charlotte Anlezark 858-59251, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Muhammad Yasir Arslan 858-59921, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Tarika Benson 858-65571, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Lucinda Evangeline Berrie 858-59518, Section 68(1), 4 February 2019

Administrative Services Officer Class 5 \$74,081 - \$78,415

Olivia Edgar 858-56317, Section 68(1), 7 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Benjamin Huttner-Koros 858-59761, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Nicholas Lane 858-59569, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Yathish Thota 858-59307, Section 68(1), 4 February 2019

Justice and Community Safety

Graduate Administrative Assistant \$66,656 - \$68,699

Mohammad Hasan Al Banna 858-59788, Section 68(1), 4 February 2019

FB1 (FF 4th Class in Training) \$69,301 - \$89,841

Matthew Barrett 858-63533, Section 68(1), 7 February 2019

Administrative Services Officer Class 4 \$66,656 - \$72,175

Gina Catral 858-63699, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Gianina Coburn 858-59040, Section 68(1), 4 February 2019

Senior Officer Grade B \$118,319 - \$133,197

Timothy Maurice Dodds 858-64640, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Ruilin Gao 858-59227, Section 68(1), 4 February 2019

Senior Officer Grade C \$100,462 - \$108,140

Robyn Jayne Henderson 853-51087, Section 68(1), 3 February 2019

Trust Officer Level 1 \$66,025 - \$75,600

Kenneth Meadows 846-95507, Section 68(1), 19 January 2019

FB1 (FF 4th Class in Training) \$69,301 - \$89,841

Michael James Toussis 858-63912, Section 68(1), 7 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Ryan Towler 858-60455, Section 68(1), 4 February 2019

Transport Canberra and City Services

Senior Officer Grade B \$118,319 - \$133,197

Alison Cochlovius-Gouws 858-66363, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Elizabeth Dixon 858-59729, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Lauren Exton 858-61538, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Alannah Gibbon 858-64499, Section 68(1), 4 February 2019

Professional Officer Class 1 \$56,359 - \$78,145

Colleen Hayes 858-55568, Section 68(1), 14 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Siming Li 858-59497, Section 68(1), 4 February 2019

General Service Officer Level 3/4 \$47,087 - \$51,420

Jayne Roberts 844-83766, Section 68(1), 5 February 2019

The permanent appointment of apprentices is provided under Section C6.3e of the ACT Public Service Infrastructure Services Enterprise Agreement 2013-2017.

EGSO4.2 - Workshop Staff \$61,964

Karl Schnitzler 858-65715, Section 68(1), 14 February 2019

Senior Officer Grade C \$100,462 - \$108,140

Khayam Saeed Sheikh 858-66179, Section 68(1), 14 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Tat Wang Wong 858-59657, Section 68(1), 4 February 2019

Canberra Health Services

Health Service Officer Level 3 \$48,385 - \$49,958

Jimmy Adhikaram 856-74230, Section 68(1), 7 February 2019

Registered Nurse Level 1 \$63,548 - \$84,888

Florence Bradshaw 857-44374, Section 68(1), 5 February 2019

Allied Health Assistant 2 \$50,040 - \$57,369

Joseph Castillo 857-93918, Section 68(1), 6 February 2019

Registered Nurse Level 1 \$63,548 - \$84,888

Philippa Crampton Smith 845-02867, Section 68(1), 7 February 2019

Registered Nurse Level 1 \$63,548 - \$84,888

John Elengical 858-63285, Section 68(1), 4 February 2019

Health Professional Level 1 \$57,941 - \$73,823

Melissa Faehrmann 857-42504, Section 68(1), 7 February 2019

Administrative Services Officer Class 4 \$66,656 - \$72,175

Chantal Jackson 858-66478, Section 68(1), 4 February 2019

Registered Nurse Level 1 \$63,548 - \$84,888

Sharlat Jose 853-64339, Section 68(1), 7 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Emma Liyanarachchi 858-59382, Section 68(1), 4 February 2019

Health Professional Level 2 \$61,784 - \$84,816

Lyna Nadj 857-43793, Section 68(1), 5 February 2019

Health Professional Level 1 \$57,941 - \$73,823

Evie Paragalli 857-42766, Section 68(1), 7 February 2019

Health Professional Level 1 \$57,941 - \$73,823

Jacob Rech 847-26609, Section 68(1), 7 February 2019

Registered Midwife Level 2 \$88,249 - \$93,533

Dawn Sheridan 858-66128, Section 68(1), 7 February 2019

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)

Edwina Smythe 858-63971, Section 68(1), 4 February 2019

ACT Health

Graduate Administrative Assistant \$66,656 - \$68,699

Zeliang Fei 858-59315, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Lei Huang 858-59542, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Adam Mayers 858-59710, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Annabel Melhuish 858-59374, Section 68(1), 4 February 2019

Graduate Administrative Assistant \$66,656 - \$68,699

Sabrina Paul 858-59534, Section 68(1), 4 February 2019

TRANSFERS

Chief Minister, Treasury and Economic Development

Shwu Miin Leow: 853-73331

From: Administrative Services Officer Class 5 \$74,081

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$74,081 - \$78,415

Chief Minister, Treasury and Economic Development, Canberra (PN. 36375) (Gazetted 28 November 2018)

Justice and Community Safety

Chin Pong Tsang: 848-66142

From: Administrative Services Officer Class 6 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development Directorate - Strategic Finance

To: Administrative Services Officer Class 6 \$79,824 - \$91,356

Justice and Community Safety, Canberra (PN. 10264) (Gazetted 20 November 2018)

PROMOTIONS

ACT Audit Office

Financial Audits

Weiran Huang: 846-84162

From: Audit Band 1 \$51,579 - \$98,171

ACT Audit Office

To: †Audit Band 2 - Audit Manager \$103,575 - \$111,677

ACT Audit Office, Canberra (PN. 42826) (Gazetted 21 March 2018)

Chief Minister, Treasury and Economic Development

Shared Services

Finance and Payroll Services

Payroll Services

Rachel Lesbirel: 820-74272

From: Administrative Services Officer Class 5 \$74,081 - \$78,415

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development, Canberra (PN. 09386) (Gazetted 26 October 2018)

Workplace Safety and Industrial Relations

Regulatory Policy

Ellen Clare Lukins: 787-13860

From: Senior Officer (Technical) Grade B \$118,319 - \$133,197

Chief Minister, Treasury and Economic Development Directorate

To: †Senior Officer Grade A \$137,415

Chief Minister, Treasury and Economic Development, Canberra (PN. 18350) (Gazetted 11 December 2018)

Shared Services

Finance and Payroll Services

Payroll Services

Malcolm Mullavey: 844-00860

From: Administrative Services Officer Class 4 \$66,656 - \$72,175

Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Chief Minister, Treasury and Economic Development, Canberra (PN. 09388) (Gazetted 26 October 2018)

Director of Public Prosecutions

Legal

Kathryn Marguerite Ann Cantwell: 846-85309

From: Administrative Services Officer Class 6 \$79,824 - \$91,356

Office of the Director of Public Prosecutions

To: †Senior Officer Grade C \$100,462 - \$108,140

Director of Public Prosecutions, Canberra (PN. 42184) (Gazetted 16 January 2019)

Corporate

Mercy Wilkie: 820-8539

From: Senior Officer Grade C \$100,462 - \$108,140

Director of Public Prosecutions

To: †Senior Officer Grade B \$118,319 - \$133,197

Director of Public Prosecutions, Canberra (PN. 16513) (Gazetted 16 January 2019)

Education

School Improvement

Gungahlin Network

Harrison School

Heather Kaye Hill: 755-75140

From: \$117,515

Education

To: †School Leader B \$136,828

Education, Canberra (PN. 11946) (Gazetted 7 November 2018)

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

Environment, Planning and Sustainable Development

Environment

Parks and Conservation Services

Biosecurity and Rural Services

Michael Harrison: 843-98414

From: Park Ranger 1 \$60,039 - \$64,616

PCS

To: Technical Officer Level 3 \$69,148 - \$78,145

Environment, Planning and Sustainable Development, Canberra (PN. 14990) (Gazetted 26 November 2018)

Justice and Community Safety

Public Trustee and Guardian

Wills, Estates and Trustees Unit

Satomi Buerger: 848-76009

From: Administrative Services Officer Class 4 \$66,656 - \$72,175

Justice and Community Safety

To: Trust Officer Level 1 \$66,025 - \$75,600

Justice and Community Safety, Canberra (PN. 43738) (Gazetted 8 October 2018)

Human Rights Commission

Victim Support ACT

Victim Services

Elysha Anne Treacy: 846-88075

From: Paralegal Grade 3 \$68,699 - \$72,175

Justice and Community Safety

To: Administrative Services Officer Class 5 \$74,081 - \$78,415

Justice and Community Safety, Canberra (PN. 41867) (Gazetted 11 December 2018)

Canberra Health Services

Canberra Hospital and Health Services

Elizabeth Anderson: 848-21439

From: Registered Nurse Level 1 \$63,548 - \$84,888

Canberra Health Services

To: Registered Nurse Level 2 \$88,249 - \$93,533

Canberra Health Services, Canberra (PN. 28433) (Gazetted 10 May 2018)