



ACT Government Gazette

Gazetted Notices for the week beginning 28 February 2019

VACANCIES

ACT Audit Office

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

Professional Services

Corporate Services Officer

Audit Band 1 \$61,541 - \$74,081, Canberra (PN: 42813)

Gazetted: 06 March 2019

Closing Date: 20 March 2019

Details: The Audit Office is seeking interest to fill the temporary position of Corporate Services Officer. The Corporate Services Officer is responsible for providing financial, corporate and administrative support to the ACT Audit Office. The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. To achieve this the Audit Office undertakes a range of activities, which includes conducting performance audits and financial statement audits and considering public interest disclosures received under the *Public Interest Disclosure Act 2012*. 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: All ACT employees are required to undergo pre-employment Police check. This position is a Position of Trust 1 and therefore, if you are selected for this position you will be required to gain and maintain a Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated. Qualifications: Relevant tertiary qualifications would be an advantage. Experience with financial management systems such as MYOB would be an advantage. All applicants must be fluent in English.

Note: This is a temporary position available for a period of 13 months commencing approximately 1 May 2019. As the Corporate Services Officer you will receive a salary between \$61,541 to \$74,081 (plus an employer superannuation contribution) depending on your skills and experience. Please note that this will increase when the proposed Enterprise Agreement is implemented, which is expected in the next six months. More information is available at <https://www.cmtedd.act.gov.au/employment-framework/for-employees/agreements>. 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: Interested applicants are asked to send a copy of their Curriculum Vitae, and a written response of no more than three pages addressing the Selection Criteria to jobs@act.gov.au. Should your application be shortlisted you will be invited to attend an interview, referee reports will also be sought.

Contact Officer: Rachel Li (02) 6125 4577 rachel.li@act.gov.au

Calvary Health Care ACT (Public)

ICT Department

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

Gazetted: 05 March 2019

Closing Date: 17 March 2019

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

Reference Number: 21380

Contact Officer: Melanie Andrews melanie.andrews@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

Education and Training Services Management

Innovative Learning Resources Project

Digital Content Development Coordinator

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 42904)

Gazetted: 05 March 2019

Closing Date: 12 March 2019

Details: The Innovative Learning Resources (ILR) project is a key strategic compass project enabling the transformation of program delivery across Canberra Institute of Technology (CIT) Colleges. The Project requires an experienced Digital Content Development Coordinator to design engaging and effective digital learning content and coordinate ILR digital content workflow and outputs across the ILR Digital Content Development team. Working closely with the ILR Manager you will identify and scope digital learning content requirements for CIT Programs and colleges as requested and coordinate resourcing and delivery scheduling. You will have a good knowledge of learning design principle and theory and be able to consolidate this knowledge in visual form for CIT Staff, utilising rapid content prototyping tools including storyboarding, multimedia and interactive infographics software. Not only will you be required to coordinate the design, develop and delivery of digital learning content solutions, but a key aspect of your role entails supporting the professional development of the ILR Team and wider CIT Staff workforce as appropriate to engage with emerging digital content technologies. 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.

Note: This is a temporary position available for a period of six months with the possibility of extension up to 12 months. Selection for this position may be based on applications and referee reports only.

How to Apply: Applicants should respond to the selection criteria, complete the coversheet and provide a resume and submit to jobs@act.gov.au

Contact Officer: J-Deon Easterby-Wood (02) 6207 0719 j-deon.easterby-wood@cit.edu.au

Education and Training Services

Trade Skills

Electrical Studies

Senior Teacher - Electrical Studies

Teacher Level 2 \$100,508, Canberra (PN: 35412)

Gazetted: 05 March 2019

Closing Date: 12 March 2019

Details: Canberra Institute of Technology (CIT) Electrical Trades is seeking a Teacher Level 2 with extensive experience and knowledge of contemporary Vocational Education and Training (VET) and assessment strategies and compliance requirements to support improvements at CIT. You will have the ability to lead, mentor and support teaching staff across the department, as well as develop and drive processes. An ability to work collaboratively, to engage with employers and students as part of ensuring a quality learning experience as well as knowledge of the ACT Apprenticeship and RTO standards is required. 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 a disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Refer to the *ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40*. Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience in accordance with *sub-Clause 40.10 of the ACT Public*

Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Licences and Registrations: Electrical Trades Occupations licence - Electrical and/or Refrigeration /Air-conditioning; or Electronics qualifications at a minimum of Diploma level or equivalent. 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 for an immediate start for 12 months with the possibility of extension. Selection may be based on full application and referee reports only, or application and demonstration of skill. 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. CIT Streamlined position: Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the *Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.*

How to Apply: Please provide resume, Application Coversheet and address the Selection Criteria. Completed Applications should be sent to jobs@act.gov.au.

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

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

Chief Minister, Treasury and Economic Development

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

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

Information and Communication Technology

Strategic Business Branch

Portfolio Delivery

Project Coordinator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 17727)

Gazetted: 05 March 2019

Closing Date: 12 March 2019

Details: Shared Services ICT (SSICT) is looking for an experienced Project Coordinator to support the ICT Infrastructure Program Team. The Project Coordinator will be required to support Project Managers and the team in a wide range of infrastructure projects as directed. This may include liaising with central SSICT technical teams, key Directorate stakeholders and vendors as required. Your responsibilities will be: support the Project Management team on a range of business and information technology projects, often run concurrently, in accordance with recognised project management methodologies to deliver a quality outcome within agreed tolerances; draft essential project artefacts, including project management plans, risk management plans, project status reports, both scheduled and ad hoc; employ sound project management principles and practices, including financial management, to ensure projects deliver planned outcomes; work as a part of a multi-disciplinary team including staff, consultants and contractors to effectively and efficiently deliver project outcomes. This position does not involve direct supervision of staff.

Eligibility/Other Requirements: Relevant formal qualifications in a recognised management or project management discipline or equivalent experience would be highly desirable. Possession of ITIL Foundation Certificate would be advantageous. It would be an advantage to be familiar with IT Infrastructure components and relationships, possess knowledge and the application of project management principles, tools and methodologies, such as PRINCE2, and have a demonstrated understanding of the Information Technology Infrastructure Library (ITIL).

Note: This is a temporary position available for a period of 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a two page pitch outlining your capabilities against the Professional/Technical Skills and Knowledge listed on the Position Description along with a Curriculum Vitae and Application Coversheet.

Contact Officer: Kylie McKeough (02) 6205 1380 kylie.mckeough@act.gov.au

Policy and Cabinet

Territory Records Office

Senior Advisor, ACTPS Digital Records Transition Project

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41862)

Gazetted: 06 March 2019

Closing Date: 13 March 2019

Details: An exciting opportunity is available for a highly motivated professional to assist the ACT Public Service to transition to a 'paper lite' digital recordkeeping environment. Working with the Territory Records Office, the Senior Advisor will lead a project responsible for providing advice to agencies on the responsible handling of legacy paper records (i.e. digitisation, sentencing and disposal). The successful applicant will require experience in contemporary records and information management practice, highly developed interpersonal and communication skills, and the ability to manage self and others to achieve the timely completion of project activities. The 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 a temporary position available until 31 December 2020. Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to send a short summary of their claims addressing the Selection Criteria (maximum two pages), a copy of their current Curriculum Vitae and an Application Coversheet to jobs@act.gov.au.

Contact Officer: Lauren Callow (02) 6213 0762 lauren.callow@act.gov.au

Shared Services

Strategic Business Branch

Portfolio Governance - Change and Communications Team

Change and Communications Coordinator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 42836)

Gazetted: 04 March 2019

Closing Date: 20 March 2019

Details: Do you have excellent organisational skills and experience in managing a range of communications materials? Have you worked in an Information Technology environment, or do you understand your bits from your bytes? Have you had direct experience with, or relevant exposure to, the creation of change management and communications strategies and plans? Are you proficient in using SharePoint and formatting Microsoft Office documents? If you've said 'snap' to any of these, this job may be perfect for you! Located in the Strategic Business Branch of Shared Services ICT, our team is looking for someone to maintain a range of existing change management and communications capability guidelines and processes. Drawing on your strong coordination skills, you will manage the ongoing creation, distribution and delivery of regular staff communications (including an online monthly Branch newsletter) and be responsible for the organisation of quarterly Branch meetings. A born collaborator, you will enjoy establishing and maintaining effective relationships with key Branch stakeholders to get your tasks completed on time, every time. 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 all of this sounds like you, please submit an Application Coversheet, resume and a two-page pitch (addressing the Professional/Technical Skills and Knowledge, and Behavioral Capabilities) by the due date as we'd love to meet you to see if you are our perfect fit!

Contact Officer: Jane Duncan (02) 6207 7699 jane.duncan@act.gov.au

Revenue Management

Compliance

Compliance Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 55540, several)

Gazetted: 04 March 2019

Closing Date: 20 March 2019

Details: The ACT Revenue Office is seeking Compliance Officers to help implement the office's transition to a modern and data driven organisation. The role would suit an intelligent and innovative person committed to raising the funds necessary to support the provision of high quality services to all Canberrans. The ideal candidate will be able to work as part of a team to investigate instances of non-compliance with the ACT's tax laws and help promote voluntary compliance. 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. An order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: Applicants are asked to send a copy of their Curriculum Vitae, Application Coversheet and a written response of no more than two pages addressing the Selection Criteria to jobs@act.gov.au.

Contact Officer: David Ellis (02) 6205 4811 david.ellis@act.gov.au

Shared Services

ICT

Technology Services

Executive Assistant to the Chief Technology Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 24719)

Gazetted: 06 March 2019

Closing Date: 24 March 2019

Details: Executive Assistant to the Chief Technology Officer

Working in administration and seeking a new challenge?

Do you have an interest in ICT?

Looking to join a supportive team?

Are you a proactive individual, team player and an administrative professional with an aptitude for technology? Then we have a job for you! We are looking for an enthusiastic and motivated individual to join the SSICT Executive Office team as Executive Assistant to the Chief Technology Officer (CTO).

What you will do

The Executive Assistant to the CTO in Shared Services ICT will provide expert support by developing and maintaining effective administrative processes to ensure the smooth operation of the Executive Office.

You will also provide administrative support to your branch and work collaboratively in a team environment to achieve shared goals on behalf of the SSICT Executive Office.

What we require

To be successful in the role, you will need a willingness to work as part of a team, excellent time management skills and the ability develop and maintain productive working relationships.

Your experience and interest in ICT as well as proficiency in Microsoft Office/Office 365 including SharePoint and Visio, will enable you to excel in this position.

About Shared Services ICT

Shared Services ICT (SSICT) provides a comprehensive range of ICT and allied services to the Directorates. It delivers a modern ICT environment including cloud provision, data centres and an extensive optical-fibre voice and data network backed with high quality server and desktop support. SSICT also provides ICT project management, application development, and teams of staff co-located in directorate locations providing contextual advice and guidance as well as business system support services.

How to Apply

Please review the attached Position Description and apply by emailing the following documents to jobs@act.gov.au:

A completed Application Coversheet,

Your current Resume,

A two-page written response to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities as required.

Notes

This is a temporary vacancy available for three months, with the possibility of extension and/or permanency from this process.

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

Contact Officer: Andreza Redmayne (02) 6207 8107 andreza.redmayne@act.gov.au

Shared Services ICT

Technology Services Branch

Service Assurance

ICT Purchasing Supervisor

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 14574)

Gazetted: 04 March 2019

Closing Date: 18 March 2019

Details: Service Assurance is seeking an experienced ICT Purchasing Supervisor to manage and oversee the ICT Purchasing Team and facilitate purchasing of ICT goods and services on behalf of the ACT Government. The successful candidate will process quotes in the Purchasing Management System and Information Technology Service Management Tool and contribute to the maintenance of the on-line Product catalogue to ensure the relevance of listed products. 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: 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

Workplace Safety and Industrial Relations

WHS Compliance and Enforcement Reform Program

Director

Senior Officer Grade A \$137,415, Canberra (PN: 34376)

Gazetted: 06 March 2019

Closing Date: 20 March 2019

Details: We are looking for a high performing Director for the WHS Compliance and Enforcement Reform Program (WHSCERP) project team. This small, multi-disciplinary project team will deliver a program of reforms to the management of compliance and enforcement of work health and safety (WHS) obligations to improve workplace safety standards and performance in the ACT. This position is important to the design and implementation of a significant reform program to enhance the structure and operation of WorkSafe ACT. The ideal person for this position will have a high level understanding of work health and safety and workers' compensation compliance and legal frameworks and will have an appreciation of best practice regulatory approaches. You will have excellent leadership and management skills, be able to balance competing priorities, and support and mentor your staff in a high workload environment. Ideally you will have previously delivered change projects in a government environment. The Chief Minister, Treasury and Economic Development Directorate 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: Qualifications and/or equivalent relevant experience in work health and safety or workers' compensation or human resource management or law would be highly valued.

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

How to Apply: Please submit a written response of up to two pages addressing the Selection Criteria, contact details for at least two referees and a current Curriculum Vitae, including Application Coversheet.

Contact Officer: Amanda Grey (02) 6207 2718 amanda.grey@act.gov.au

Workplace Safety and Industrial Relations

WHS Compliance and Enforcement Reform Program

Assistant Director

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 18708)

Gazetted: 06 March 2019

Closing Date: 20 March 2019

Details: We are seeking a high performing Assistant Director for a position with the WHS Compliance and Enforcement Reform Program (WHSCERP) project team. This team has been established to deliver a program of reforms to the management of compliance and enforcement of work health and safety obligations that will improve workplace safety standards and performance in the ACT. To be successful in this position you will be highly motivated and possess high level knowledge, capacity and skills for formulating policies and strategies, well-developed communication skills, high level organisational skills and the ability to effectively plan and manage programs and projects. The Assistant Director is required to operate and deliver under limited supervision, exercise initiative in a dynamic work environment and work under pressure to meet tight deadlines. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications are desirable but not essential.

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

How to Apply: Interested applicants are asked to send a copy of their Curriculum Vitae, contact details for at least two referees and a written response of up to two pages addressing the Selection Criteria to jobs@act.gov.au.

Contact Officer: Amanda Grey (02) 6207 2718 amanda.grey@act.gov.au

Access Canberra

Project, Governance and Support

Workforce Capability Team

Senior Manager Workforce Capability

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39272)

Gazetted: 28 February 2019

Closing Date: 7 March 2019

Details: Imagine you are walking around Access Canberra holding a huge satellite dish. This dish allows you to receive and transmit infinite amounts of information. You are receiving and transmitting info on the future of work nationally and internationally. You are receiving and sharing knowledge on whole of Government strategy, on the goals and risks of Access Canberra, on current and future workforce trends and pressures and on what our work will look like in two, five and ten years' time. Your satellite dish allows you to collect and transmit data about the whole organisation and about each person that makes up Access Canberra. With your satellite dish and this wealth of shared information you will drive workforce planning, capability and development in Access Canberra. You will take all this information and utilise your relationships to deliver innovative projects and programs. These projects and programs help drive Access Canberra towards its goals by utilising the most valuable resource we have, our people. If you think you have what it takes to hold the satellite dish up high and deliver results for the people of Access Canberra so they can deliver services to the Canberra community then this is the role for you. Please review the Position Description for details about this role and its duties/responsibilities. Your application will be assessed against the selection criteria of the skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available until 30 June 2019 with the possibility of extension up to 12 months. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please ring the contact officer for a chat and then send us: your one page pitch giving us examples that show you have the skills, knowledge and behaviours making you the best person for this role your current Curriculum Vitae, Application Coversheet and contact details of at least two referees.

Contact Officer: Krystal Eppelstun (02) 6207 4844 krystal.eppelstun@act.gov.au

Economic and Financial Group

Financial Framework Management and Insurance

Assistant Director, Insurance - CTP Reform

Senior Officer Grade C/Senior Officer Grade B \$100,461 - \$133,197, Canberra (PN: 43381)

Gazetted: 06 March 2019

Closing Date: 20 March 2019

Details: Financial Framework Management and Insurance is seeking an enthusiastic Assistant Director to join our project team. The successful applicant will play a key role in the development and implementation of the Territory's new Motor Accident Injuries Scheme. This is an exciting opportunity to play an important role in a significant community reform project. For information on this project, please visit www.yoursay.act.gov.au/ctp. This Assistant Director, Insurance - CTP Reform position will be involved in a number of critical elements of the project including the implementation of the new ICT claims data system (from the regulator's requirements perspective) and external service provision requirements. You will be at the forefront of developing a key system of the scheme. No insurance experience is required. If you are an enthusiastic officer willing to learn and have well-developed skills in project implementation, policy, written and oral communication then we encourage you to apply. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available until 20 December 2019. The position will be filled at either a Senior Officer B or C level depending on the experience of the successful applicant. Selection may be based on application and referee reports only.

How to apply: Interested applicants should provide a two page pitch outlining experience and/or ability on why you think you are the best person for the job. Your pitch should specifically address the Selection Criteria within the Position Description and demonstrate your capacity to perform the duties and responsibilities at the specified classification. The pitch should include examples of work you have undertaken that demonstrate your ability to undertake this role. A current resume and at least two referees should also be provided. Please include the position number in the subject line when submitting your application.

Contact Officer: Nicola Clark (02) 6207 1189 nicola.clark@act.gov.au

Policy and Cabinet

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 42863)

Gazetted: 06 March 2019

Closing Date: 13 March 2019

Details: Policy and Cabinet Division is seeking to recruit a Senior Policy Officer to an Aboriginal or Torres Strait Islander identified position. Policy and Cabinet provides advice, support and direction across the ACT Public Service on complex policy matters, incorporating a central agency coordination role in strategic planning, social and economic policy, spatial planning, regional policy and engagement, and across-government regulatory reform. The Division has a broad remit covering the areas of regulation and productivity, housing, planning and environment, wellbeing, education and commonwealth-State relations, community support, public safety and social inclusion. The ideal candidate will have experience and/or academic qualifications in one of these areas. Strategic Policy supports the Government to develop its strategic direction and provides advice to the Chief Minister, Head of Service and Cabinet on policy proposals and new initiatives. The role collaborates with a range of teams across Directorates to deliver projects, advise on the development of legislation, and to implement government priorities. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. Desirable: The ideal candidate will have experience and/or academic qualifications in one of the following areas: regulation and productivity; housing, planning and environment; wellbeing, education and commonwealth-State relations; community support, public safety and social inclusion.

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

How to apply: Please provide a recent resume, Application Coversheet, the contact details of two referees, as well as a two page statement of claims (no longer than two pages), outlining skills and experience, taking into account the Selection Criteria. Each criteria does not have to be individually addressed, but the overall statement should give the panel a good understanding of your claims in each area.

Contact Officer: Sam Engele (02) 6205 0230 sam.engele@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

Corporate Services

People Management Branch

Workforce Development

Workforce Planning Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37531)

Gazetted: 05 March 2019

Closing Date: 12 March 2019

Details: The Workforce Development Unit within the Community Services Directorate (CSD), develops and manages the strategic human resources policies, programs and training related to enhancing the capability and performance of the Directorate. We are seeking an experienced Workforce Planning Officer who will be responsible for providing advice and written correspondence to a range of stakeholders on a range of people management matters, particularly those relating to recruitment, retention, talent management, inclusion programs, rewards and recognition and human resources reporting. The successful candidate will also contribute to a range of project work in relation to the CSD Workforce Plan. CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

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

How to Apply: Interested applicants are asked to submit a copy of their Curriculum Vitae, contact details of two referees and a two-page statement addressing the Selection Criteria (including key examples) to jobs@act.gov.au

Contact Officer: Catherine Morris (02) 6205 8414 catherine.morris@act.gov.au

Strategic Policy

Policy and Service Design

Human Services Policy

Policy Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 18370, several)

Gazetted: 05 March 2019

Closing Date: 19 March 2019

Details: The Human Services Policy team is seeking two high performing Policy Officers with an aptitude for policy and analysis on issues relating to children, young people and families, social inclusion, child protection and youth justice. The successful applicant will be able to research, prepare and coordinate complex briefs, Cabinet submissions and correspondence on policy, legislative and operational matters. Strong interpersonal and communication skills are required to work independently as well as within and across teams to achieve results. This role will suit a Policy Officer who would like the opportunity to further develop strategic policy skills in a collaborative team. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualification in Social Sciences/Public Policy/Law is preferred.

Note: There are two temporary positions available starting ASAP until 31 December 2019 with the possibility of extension and/or permanency. Selection may be based on written application and referee checks only.

How to Apply: Interested applicants must send the following three documents: 1) ACT Government Application Coversheet, including contact details of two referees; 2) Curriculum Vitae; and 3) a two-page statement addressing the Selection Criteria, including key examples to jobs@act.gov.au by the closing date.

Contact Officer: Sarah Goodwin (02) 6207 9995 sarah.goodwin@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Operational Support

Operational Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 00606)

Gazetted: 28 February 2019

Closing Date: 14 March 2019

Details: The Administrative Services Officer Class 4 Operational Support Officer is focussed on supporting Child and Youth Protection Services to deliver the best possible life outcomes for children and young people through administrative support across a range of administrative support functions.

Eligibility/Other Requirements: Experience and/or desire to work in a Community Services Environment. Proficiency with Microsoft Office products and database systems. Current driver's licence. 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 for a period of six months with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Contact Officer: Nicole Thompson (02) 6205 6002 nicole.thompson@act.gov.au

Children, Youth and Families

Business Support

Community Engagement and Client Services

Community Engagement and Client Services Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 35100)

Gazetted: 05 March 2019

Closing Date: 12 March 2019

Details: The Community Engagement and Client Services Team - Business Support is seeking a dynamic individual to temporarily fill the Community Engagement and Client Services Officer position. The successful individual will be responsible for monitoring and evaluating the quality of collaboration between Children, Youth and Families and community and government agencies and promoting continuous improvement of service delivery. The position will focus on improving and strengthening relationships between Children, Youth and Families stakeholders and the central mechanism for feedback to the Directorate.

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.

Note: This is a temporary position available starting asap until 30 August 2018 with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Interested applicants should submit an Application coversheet, written application addressing the Selection Criteria, and current Curriculum Vitae listing two referees to jobs@act.gov.au.

Contact Officer: Marina Beanland (02) 6207 5329 marina.beanland@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Marketing

Assistant Marketing Manager Social Media and Content

Administrative Services Officer Class 4/5 \$66,656 - \$78,415, Canberra (PN: 3505)

Gazetted: 28 February 2019

Closing Date:

The Canberra Theatre Centre is looking for a new team member to look after the venue's social media, digital advertising and in-venue signage. This role requires you to have established experience in implementing and running commercially-focus, paid social media and digital advertising campaigns on Facebook, Instagram and Google. In addition, you'll have first-hand experience in creating video and imagery content for social media. If this sounds like you, let us know. Eligibility/Other Requirements: Photography skills is a plus. Experience with in-venue screen management software is a plus. Degree or equivalent qualification. Note: Selection may be based on application and referees reports only. 1 year temporary contract with the possibility of a further contract or ongoing employment. Contact Officer: Gabrielle Affleck (02) 6243 5743 gabrielle.affleck@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

Canberra Theatre Centre

Marketing

Assistant Marketing Manager Social Media and Content

Administrative Services Officer Class 4/5 \$66,656 - \$78,415, Canberra (PN: 3505)

Gazetted: 28 February 2019

Closing Date:

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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

Service Design and Delivery

Student Engagement

Clinical Practice/School Psychology Service

School Psychologist

School Psychologist \$77,680 - \$111,479, Canberra (PN: 07019, several)

Gazetted: 04 March 2019

Closing Date: 27 March 2019

Details: ACT Education is seeking applications from Psychologists who have current experience and specific skills in working with children and adolescents with developmental, behavioural, learning and mental health issues. Successful candidates will work collaboratively within school teams, multi-disciplinary teams and external agencies to address student learning and wellbeing needs through individual, group or whole school interventions. Successful applicants

may also have the opportunity to work within teams focusing on assessment and intervention services to schools across the ACT. 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: Applicants must have full general registration as a Psychologist with the Psychology Board of Australia OR full general registration as a Psychologist with the Psychology Board of Australia and Teacher registration with ACT Teacher Quality Institute. 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 part-time and full-time temporary positions available from 29 April 2019 to 26 January 2019 with the possibility of extension and/or permanency. The full-time salary noted above will be paid pro rata for part-time hours. School Psychologists attract the same working conditions as Teachers. Applicants are encouraged to phone the Contact Officer for further information.

How to Apply: Please submit your application addressing the Selection Criteria, current resume and copy of your Psychology Board of Australia Certificate of Registration and Working with Vulnerable People Check.

Contact Officer: Joan Webb (02) 6207 6986 joan.webb@act.gov.au

School Performance and Improvement

South Weston

Red Hill Primary

Classroom Teacher Year 1

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 18474)

Gazetted: 06 March 2019

Closing Date: 20 March 2019

Details: Red Hill Primary is an International Baccalaureate Primary Years Program (PYP) school, with an enrolment of approximately 700 students (P-6). We are seeking a highly motivated Early Childhood Teacher to join our school team. The successful candidate will need to demonstrate experience in, and commitment to, an inquiry based curriculum and a willingness and capacity to work in a highly collaborative learning environment. The successful teacher should also have strong communication skills and high-level expertise in the teaching of literacy and numeracy.

Eligibility/Other Requirements: Experience in the International Baccalaureate Program is desirable but not mandatory. 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 1 April 2019 until 27 January 2020.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current Curriculum Vitae. Applications should be sent to jobs@act.gov.au.

Contact Officer: Louise Owens (02) 6142 0960 louise.owens@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

Gold Creek School

Classroom Teacher - Various (Junior Site)

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 31080, several)

Gazetted: 01 March 2019

Closing Date: 15 March 2019

Details: Gold Creek School is a P-10 school in the Gungahlin area that supports individualised learning through the implementation of International Baccalaureate programs, as a framework for teaching the Australian Curriculum. Our school aims to develop life-long learners who contribute to making the world a better place.

We are committed to student agency, differentiation, and the development of skills for learning.

Note: There are several temporary positions available for a period of up to 12 months with the possibility of extension, within the Junior Site. There are full-time and part-time positions available. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Resume's and applications should be sent to jobs@act.gov.au

Contact Officer: Angela Spence (02) 6142 0488 angela.spence@ed.act.edu.au

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

School Performance and Improvement

Tuggeranong Network

Lanyon High School

Classroom Teacher, English and Other Teaching Areas

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 05374)

Gazetted: 04 March 2019

Closing Date: 18 March 2019

Details: Lanyon High School is seeking a highly motivated, dynamic educator to join our learning community. This position is for an innovative and motivated Teacher of English, with the ability to teach in another area. Potential applicants should have a sound knowledge of the Australian Curriculum (English and other learning area) and be able to demonstrate their capacity to build effective relationships with students and their families. Successful applicants will be passionate Educators with effective classroom pedagogy and a commitment to meeting the academic and social needs of a diverse range of learners.

Eligibility/Other Requirements: 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: Provide a two page statement of claims based on the Australian Professional Standards for Teachers. Provide a Curriculum Vitae that includes your most recent and relevant experience and a completed Application Coversheet. Submit all of the above to jobs@act.gov.au

Contact Officer: Rebecca Cusick (02) 6142 1800 rebecca.cusick@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

Gold Creek School

Teacher Librarian/English or Humanities

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 16670)

Gazetted: 01 March 2019

Closing Date: 22 March 2019

Details: An opportunity exists within Gold Creek School for an experienced Teacher Librarian. The successful applicant will assist with selection and promotion of appropriate print and digital resources to meet the curricular and recreational needs of Senior School students and teachers. Foster a love and enthusiasm for reading and learning throughout the School community. Implement a senior school library program that encourages students to become effective and responsible users and creators of ideas and information. Model and encourage 21st century collaborative learning behaviours, fully utilising available web technologies and social media. Teach a subject area preferably Humanities or English (six hours per week teaching load).

Eligibility/Other Requirements: Experience and enthusiasm for utilising technology in teaching and learning.

Capabilities: Knowledge of current curriculum development and 21st Century Pedagogy. Digital and social media and their appropriate use in teaching and learning. Embrace and promote appropriate technologies to enhance learning.

Note: This is a temporary vacancy until 26 January 2020 with possibility of extension.

How to Apply: Applications and Resume's should be sent to jobs@act.gov.au
Contact Officer: Angela Spence (02) 6142 0488 angela.spence@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

Palmerston District Primary School

Finance Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 01596)

Gazetted: 28 February 2019

Closing Date: 14 March 2019

Details: Palmerston District Primary School has a vacancy for an Administrative Service Officer 4 Finance Officer. The position is in our busy Front Office.

Eligibility/Other Requirements: A *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 until the end of Term two (5 July 2019) with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Applicants should apply addressing the Selection Criteria and include a current resume and the names of two referees.

Contact Officer: Haeley Simms (02) 6142 1440 haeley.simms@ed.act.edu.au

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.

School Performance and Improvement

Tuggeranong Network

Lake Tuggeranong College

Finance Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 03029)

Gazetted: 01 March 2019

Closing Date: 8 March 2019

Details: Lake Tuggeranong College is seeking a highly motivated Finance Officer. The successful applicant will maintain the college's financial systems using the MAZE package, providing financial advice where required. The successful applicant will also assist in the preparation of budgets, prepare estimates, financial returns and conduct regular expenditure reviews against approved allocations and prepare statements/returns to show trends. The successful applicant will have a supervisory role of the front office staff and will possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

Eligibility/Other Requirements: A *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. Highly desirable: Competent in the use of the MAZE package, particularly as it relates to finance.

Note: Commencement time for this position will be 8:00am. Selection may be based on application and referee reports only.

How to Apply: Please provide resume, Application Coversheet and application addressing Selection Criteria to jobs@act.gov.au

Contact Officer: Letitia Edwards (02) 614 23660 letitia.edwards@ed.act.edu.au

School Performance and Improvement

South Weston Network

The Woden School

Building Services Officer 2

General Service Officer Level 6 \$54,949 - \$57,445, Canberra (PN: 01519)

Gazetted: 04 March 2019

Closing Date: 11 March 2019

Details: The Woden School is a Specialist School catering for students with a disability from year 7 -12. The Woden School is seeking an experienced, energetic officer for the position of Building Services Officer (BSO). The position duties will be required to maintain school buildings and grounds in a clean and tidy condition with a regard to safety and security hazards; complete emergency and other repairs and overseeing visiting tradespeople; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements.

The successful applicant should demonstrate a willingness to work with the school community and be able to demonstrate a commitment to sustainable practices. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. Eligibility/Other Requirements: Mandatory Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to www.worksafe.act.gov.au/health_safety. Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment, for example: Working at Heights and Sharps training. Desirable skills include Horticulture. An industry recognised qualification in trade skills or equivalent work experience; and a current First Aid Certificate. Prior to commencement 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 11 months with the possibility of extension. Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to submit an Application addressing the Selection Criteria, a current Curriculum Vitae and an Application Coversheet. Please send applications to jobs@act.gov.au

Contact Officer: Jenna Blake (02) 6142 0200 jenna.blake@ed.act.edu.au

System Policy and Reform

Enrolments and Planning

Enrolment Policy

Director Enrolment Policy

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 35389)

Gazetted: 04 March 2019

Closing Date: 18 March 2019

Details: The ACT Public School System is growing at a fast pace in response to population growth and relatively more families choosing public schools over non-government. The Education Directorate is looking for an innovative manager to drive reform of enrolment policy and practice as part of its response to managing this rapid growth in student numbers. You will be responsible for a small team, but will also work broadly across other areas of the Directorate as well as with schools. You will need to bring innovative thinking to the job, but also a good grounding in evidence based approaches, translation of policy into administrative practice and integrity in the application of public policy. You will be leading a change management program and so you will need to be someone who can also communicate with influence. 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: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are asked to provide a resume, Application Coversheet and pitch or Selection Criteria to jobs@act.gov.au

Contact Officer: Margaret Stewart (02) 6207 9334 margaret.stewart@act.gov.au

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

School Performance and Improvement

Learning and Teaching

Pedagogy

Manager, Pedagogy

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 02807)

Gazetted: 04 March 2019

Closing Date: 19 March 2019

Details: The Education Directorate is looking to recruit a Manager of the newly established Academy of Future Skills. This role will suit you if you have a passion and interest in building partnerships to augment effective, inclusive and sustainable STEM education initiatives and the drive to establish a Futures focused learning hub. 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: For more information please contact the contact officer

How to Apply: Please provide a two page response to Selection Criteria and a resume outlining skills and experience to jobs@act.gov.au by the closing date.

Contact Officer: Kathryn Elton (02) 6207 0740 kathryn.elton@act.gov.au

School Performance and Improvement

North and Gungahlin Network

Amaroo School

Executive Teacher

School Leader C \$117,515, Canberra (PN: 31889)

Gazetted: 05 March 2019

Closing Date: 19 March 2019

Details: Amaroo School is a P-10 Professional learning Community located in Gungahlin. We are seeking a School Leader C to join our dynamic and innovative primary sector team. The successful applicant will: Contribute to creating a positive school culture with a focus on innovative parent engagement and connecting community in the early years. Provide leadership to the preschool team with a focus on high quality early childhood pedagogy and practices. Demonstrate strength in building effective teams and leading evidence informed improvement processes.

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 for 12 months commencing 01 June 2019 with the possibility of extension.

How to Apply: Please submit your Curriculum Vitae (maximum two pages), statement of claims based on the leadership capabilities outlined in the application package (Maximum five pages), Application Coversheet with two referees. It is recommended that one of these be your current principal/manager.

Contact Officer: Rebecca Turner (02) 6142 1252 rebecca.turner@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

Belconnen

Florey Primary School

Acting SLC - Florey Primary School

School Leader C \$117,515, Canberra (PN: 03767)

Gazetted: 04 March 2019

Closing Date: 18 March 2019

Details: Florey Primary School is seeking an Acting School Leader C (SLC) who will lead our year 5/6 cohort and a range of significant initiatives and processes across the school. We operate as a Professional Learning Community which is transparent, collaborative and trauma informed. The acting SLC will have demonstrated experience in leading teaching

and learning, especially in the areas of formative assessment and differentiation, and will be responsible for driving an evidenced-based Professional Learning 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.

Note: This is a temporary position available for up to two years.

How to Apply: Applicants need to submit an Expression of Interest comprising a current Curriculum Vitae, supporting statement (two pages) and Application Coversheet. The supporting statement should address the capabilities listed below and be written with a focus on the job description specified for the position. Leading, learning and teaching; Leading improvement, innovation and change; Leading the management of the school.

Contact Officer: Bernadette Allen (02) 6142 2730 bernadette.allen@ed.act.edu.au

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

Service Delivery and Design

Learning and Teaching

Instrumental Music Program

School Leader C - Step into the Limelight

School Leader C \$117,515, Canberra (PN: 04231)

Gazetted: 01 March 2019

Closing Date: 15 March 2019

Details: School Leader C - Step into the Limelight - seeks a dynamic leader to fill the role of production manager and artistic director of the Directorate's arts showcase event. This role includes project management of all Step into the Limelight events, including Gala Showcase and Art Exhibition; management of financial resources, human resources, creative direction and student programs for all aspects of Step into the Limelight. The position also convenes the Arts Up Front Conference and supports the Instrumental Music Program team with events, tours and professional learning. You do not need to be a Music Teacher to be considered but must have a teaching qualification.

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 25 March 2019 to 27 January 2020.

How to Apply: Submit a current Curriculum Vitae and brief supporting statement - approximately two pages.

Contact Officer: Naida Blackley (02) 6142 0477 naida.blackley@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.

Office for Schools

South Weston

Charles Weston School Coombs

School Leader C

School Leader C \$117,515, Canberra (PN: 37036)

Gazetted: 28 February 2019

Closing Date: 14 March 2019

Details: Charles Weston School Coombs is seeking a dynamic School Leader with the skills and knowledge to work collaboratively within the leadership team to foster high quality teaching in the school; improve student outcomes, apply the Positive Behaviour for Learning approach to build high level of community engagement. Provide leadership in disability education, whilst mentoring classroom teachers and learning support assistants to implement inclusive

practices across the school. Demonstrate an ability to effectively lead collaborative planning with colleagues in a team-teaching, innovative, learning environment with a strong focus on school improvement. Deep understanding of leadership of inquiry pedagogy as a framework for all teaching and learning across the school, and an ability to support the leadership team in the International Baccalaureate Primary Years Programme candidacy process. Demonstrate competence with using and leading digital technologies to support student learning, parent engagement and staff collaboration. Able to establish highly effective relationships with all members of the school community including, staff, parents, students, and external providers. Undertake an appropriate teaching load and other duties as determined by the Principal.

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 need to submit an Expression of Interest comprising a current Curriculum Vitae, supporting statement (two pages) and Application Coversheet. The supporting statement should address the capabilities listed below and be written with a focus on the job description specified for the position. Leading, learning and teaching; Leading improvement, innovation and change; Leading the management of the school.

Contact Officer: Nicole Nicholson (02) 6142 0404 nicole.nicholson@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

Belconnen Network

Belconnen High

School Leader C Science/Maths

School Leader C \$117,515, Canberra (PN: 08506)

Gazetted: 06 March 2019

Closing Date: 13 March 2019

Details: Belconnen High School is seeking to fill the role of a School Leader C Science/Maths. The successful applicant will lead the Science/Maths Faculty, to support staff with the on-going implementation of the Australian Curriculum, 21st Century pedagogy and student learning. In accordance with legislative requirements and Directorate policies as a School Leader C you will contribute to the development and achievement of whole school strategic goals and the implementation of the school plan.

Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students. Lead and support classroom teachers to implement Directorate policies and procedures in all aspects of curriculum development and delivery, assessment and reporting and program evaluation. Lead and develop effective professional teaching and learning teams through collaborative processes, supervision and professional development. Support staff to establish and maintain positive and respectful relationships with students, staff, parents/carers and stakeholder groups in the wider community. Seek appropriate feedback, advice and ongoing professional development opportunities. Lead and support staff in promoting values, priorities and initiatives of the public education system and perform other cross-school roles as directed by the Principal.

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: All applicants are to provide a Curriculum Vitae, Application Coversheet and response to the five leadership capabilities provided in the application package with reference to the job description to jobs@act.gov.au by the due date.

Contact Officer: David McCarthy (02) 6142 1690 david.mccarthy@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

Lyneham High School

Business and Facilities Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 42887)

Gazetted: 06 March 2019

Closing Date: 20 March 2019

Details: Lyneham High School seeks an experienced, innovative and highly motivated Business and Facilities Manager. The successful applicant will support the Principal with financial, human resource, facilities, risk and compliance management in accordance with Directorate policies and procedures. As a member of the Executive team, the successful applicant will liaise with and support the Principal and Leadership team to ensure continuity in educational delivery across the school and the delivery of exceptional customer service. The successful applicant will manage and lead the administration team and provide opportunities for staff within the team to upskill and expand their knowledge. The successful applicant will possess high level management, organisational and interpersonal skills. 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 should complete the Application Coversheet and forward, along with resume and claims against Selection Criteria to jobs@act.gov.au.

Contact Officer: Kathryn Cheshire (02) 6142 1173 kathryn.cheshire@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Environment

ACT Parks and Conservation Service

General Service Field Officer

General Service Officer Level 5/6 \$52,198 - \$57,445, Canberra (PN: 40956, several)

Gazetted: 05 March 2019

Closing Date: 20 March 2019

Details: Do you enjoy working outdoors? The ACT Parks and Conservation Service invites applications from suitably skilled, highly motivated candidates interested in pursuing a rewarding professional career as a General Service Field Officer. Positions are available in conservation land management and fire management roles. The ACT Parks and Conservation Service is responsible for the sustainable management of our national parks, nature reserves including the management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Murrumbidgee River Corridor Googong Foreshores, water catchment areas, commercial pine plantations and rural lands. The ACT Parks and Conservation Service implements a broad suite of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation, land management and heritage outcomes. The management of bushfire is a core function of the ACT Parks and Conservation Service across the land that it is responsible for. Applicants must be able and prepared to undertake any rostered duties including participation in bushfire suppression, prescribed burning, search and rescue and other activities, incidents as required. Applicants should note that bushfire suppression involves strenuous and physically demanding activity, often in remote locations. Eligibility/Other Requirements: All applicants shortlisted for interview will be required to successfully complete the nationally recognised arduous firefighting task based assessment as part of the selection process. Any employment offers will be subject to applicants passing a pre-employment medical and police check. Be prepared to wear a uniform and undertake work at any PCS worksite on an "as needs" basis. Possess a manual drivers' licence. Possess a current Advanced First Aid Certificate or capacity to obtain one.

Note: Applications are sought for permanent, temporary and long term acting opportunities. An order of merit list for permanent positions will be established 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 list and temporary register. These positions are classified as a Fire Designated Positions under the ACT Public Sector Infrastructure Services Enterprise Agreement. Bushfire related activities, including bushfire suppression and rostered standby, are mandatory components of the position. Any offer of employment to the position will be conditional upon successful completion of a nationally recognized firefighting task-based fitness assessment. 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 email to jobs@act.gov.au: an Application Coversheet, a written application of no more than two pages, addressing the Selection Criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Contact Officer: Joel Patterson 0420 302 737 joel.patterson@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

Legal

Administration and Project Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 42791)

Gazetted: 01 March 2019

Closing Date: 8 March 2019

Details: Are you keen to gain a deeper understanding of how electricity and water is regulated in the ACT? Excited by the chance to contribute to consumer welfare? The ACT's Economic Regulator—the Independent Competition and Regulatory Commission—is seeking an enthusiastic and organised person to join its Legal and Compliance team to fill an Administrative and Project Support Officer position. The position includes the coordination of stakeholder meetings, assisting in the creation and monitoring of project issues lists, drafting routine correspondence, assisting in the preparing of material for Commission reports, and undertaking project related research as directed. You will work closely with Project Managers (legal and economic) and will also provide general administrative assistance to the CEO and Office Manager, performing reception, simple finance and website tasks during periods of staff leave. You will have good communication and organisational skills, a professional and collaborative working style, and the ability to work effectively within a small team. 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: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please send your application, including your resume, response to each of the Selection Criteria (no more than 300 words against each criterion), and completed Application Coversheet to jobs@act.gov.au

Contact Officer: Cath Collins (02) 6205 9568 cath.collins@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 Human Rights Commission

Communication Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41152)

Gazetted: 06 March 2019

Closing Date: 20 March 2019

Details: The ACT Human Rights Commission is seeking an experienced, motivated and passionate person to join our business unit as a Communication Officer at the Administrative Services Officer Class 6 (ASO6) level. Duties of the Communication Officer include work with the President, Commissioners and senior staff to develop and implement a whole of organisation strategic communications plan, with support and assistance from Commission staff, manage the delivery of public relations matters including event management, advertising, publishing, media liaison and deployment of social media and website communications, prepare and disseminate electronic and hard copy communications tools including administering the Commission's website and developing printed materials such as the annual report. 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 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 temporary vacancy is available for 12 months available from 20 August 2019 with the possibility of extension or permanency. This temporary position is part-time working 26 hours per week and the full time salary quoted above will be paid pro rata. Selection may be based on application and referee reports only.

How to Apply: See the attached role description for further information regarding duties and responsibilities.

Interested applicants should send a two-page pitch with your Curriculum Vitae and the contact details of at least two referees to jobs@act.gov.au. Rather than specifically addressing Selection Criteria, the two page 'pitch' should indicate your capacity to perform the duties and responsibilities at ASO6 level and outline how your abilities, experience and qualifications make you the best person for this role.

Contact Officer: Sean Costello (02) 6205 2222 sean.costello@act.gov.au

Parliamentary Counsel's Office

Legislative Publishing

Legislation Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 43689)

Gazetted: 04 March 2019

Closing Date: 18 March 2019

Details: The ACT Parliamentary Counsel's Office is looking for a Legislation Officer for the Legislative Publishing Section. Legislation Officers are required to undertake and help manage a range of legislative publishing activities including editing, notification and republication of legislation. To be successful in the role, you will need to have an eye for detail and strive for a high degree of accuracy. You will need to be able to concentrate for extended periods of time and use guides and procedures to ensure documents are consistent and adhere to office drafting and publishing standards.

Eligibility/Other Requirements: To work at this level, you must have an excellent knowledge of the ACT legislative process (including the operation of the *Legislation Act 2001*), legislative structures, format and styles, and publishing technology skills. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: Selection may be based on written application and referee reports only. Interviews may not be held.

How to Apply: Please provide an Application Coversheet, your resume, contact details of two referees, and a short statement (no more than two pages) outlining how your skills, knowledge and capabilities make you an ideal candidate for the role. You should consider both the duties/responsibilities of the position and the capabilities required to perform the position in drafting your statement. Your application should be sent to job@act.gov.au.

Contact Officer: KarenL Moxon (02) 6205 3783 karenl.moxon@act.gov.au

Corporate

Governance

Ministerial Services Unit

Ministerial Liaison Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 42720)

Gazetted: 04 March 2019

Closing Date: 18 March 2019

Details: The Justice and Community Safety Directorate, (JACSD) Ministerial Support Unit (MSU) is seeking a highly motivated, organised, flexible and energetic team member who has the capacity to adapt quickly to a new work environment. This permanent vacancy offers an exciting opportunity to further develop your knowledge and understanding of the Justice and Community Safety Directorate, ministerial processes and protocols and the coordination and flow of information between the Directorate and the Minister's Office.

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

How to Apply: Applicants are required to submit these 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) Please ensure you submit all items to jobs@act.gov.au.

Contact Officer: Karen Schofield (02) 6205 4775 karen.schofield@act.gov.au

ACT Courts and Tribunal

Sheriff's Office

Sheriff's Assistant

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 43652)

Gazetted: 04 March 2019

Closing Date: 11 March 2019

Details: Applications are being sought for a Sheriff's Assistant (Administrative Services Officer Grade 3) position within the ACT Courts and Tribunal Sheriff's Office. Sheriff's Assistants engage with high level stakeholders, including Judiciary, Legal Practitioners and the community to manage a range of operational functions and services for the ACT Courts and Tribunal. This position is located within the Jury Management Unit and the successful applicant will be responsible for the administrative arrangements for preparing jury pools for jury service and the preparation of jury service payments. The successful applicant will be required to perform a wide variety of administrative and interpersonal tasks and require excellent communication skills. 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 as soon as possible for a period eight months with the possibility of extension for a further four months. Selection may be based on application and referee reports only.

How to Apply: You will be required to prepare an application of no more than two pages, outlining your abilities to meet the Selection Criteria. Please include the name and contact details of two referees in your application.

Contact Officer: Simone Peisker (02) 6207 0355 simone.peisker@courts.act.gov.au

ACT Courts and Tribunal

Sheriff's Office

Sheriff's Assistant

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 43645)

Gazetted: 04 March 2019

Closing Date: 18 March 2019

Details: Applications are being sought for a Sheriff's Assistant (Administrative Services Officer Grade 3) position within the ACT Courts and Tribunal Sheriff's Office. Sheriff's Assistants engage with high level stakeholders, including Judiciary and Legal Practitioners to manage a range of operational functions and services for the ACT Courts and Tribunal. The Sheriff's Office is seeking a motivated person who possesses excellent interpersonal and communication skills. The successful applicant will be required to perform a wide variety of tasks including: 1) Act as a Court orderly. 2) Prepare Court rooms and jury rooms for hearings and manage exhibits. 3) Assist with the administrative arrangements for preparing jury panels and provide support and guidance to jury panels placed in their charge. 4) Execute and serve court process and prepare correspondence and reports including updating and maintaining relevant databases. 5) Operate court based technology (remote witness equipment, radios, audio visual systems). 6) Provide assistance and information to members of the legal profession and the public. 7) Conduct tours and lectures for schools and members of the public 8) Adhere and comply with relevant legislation, policy and procedures of the Courts and Territory. The

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

Eligibility/Other Requirements: The occupant is required to hold a current driver's licence. Sheriff's Assistants are required to wear a uniform and conform to dress code and appearance guidelines.

Note: The position documentation is available for further information and guidance. If you require any further information please contact the Contact Officer.

How to Apply: You will be required to prepare an application of no more than two pages, outlining your abilities to meet the Selection Criteria. Please include the name and contact details of two referees in your application.

Contact Officer: Peter Robertson (02) 6205 1855 peter.robertson@courts.act.gov.au

Corporate

Governance

Ministerial Services Unit

Senior Manager Ministerial Services

Senior Officer Grade A \$137,415, Canberra (PN: 35189)

Gazetted: 04 March 2019

Closing Date: 18 March 2019

Details: The Ministerial Support Unit (MSU) is seeking a highly motivated, organised, flexible and energetic leader who has the capacity to adapt quickly to a new work environment. This position offers an exciting opportunity to further develop your leadership skills and understanding of the Justice and Community Safety Directorate, ACT Legislative Assembly, Cabinet processes and protocols. During this period, the successful applicant will be required to: Manage and provide leadership on governance issues relating to Cabinet, Parliamentary, Ministerial, Directorate coordination and whole of government input matters; provide advice on complex Cabinet policy issues; manage a pro-active agenda in relation to Assembly matters, including legislation, speeches, reports, government responses and Committee business and reports and ensure professional and transparent business relationships are maintained across Government.

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

How to Apply: Applicants are required to submit the following 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). Please ensure you submit all five items to jobs@act.gov.au.

Contact Officer: Liz Beattie (02) 6205 3995 liz.beattie@act.gov.au

Legislation, Policy and Programs

Road Safety and Transport Regulation / Civil Law

Transport Regulation / Housing and Consumer Protection Section

Assistant Director

Legal 1.10/ Senior Officer Grade B \$124,436 - \$133,197, Canberra (PN: 12055, several)

Gazetted: 01 March 2019

Closing Date: 15 March 2019

Details: Legislation, Policy and Programs is seeking applications for highly motivated Assistant Directors to head up the Housing and Consumer Protection Section in the Civil Law team and the Transport Regulation Section in the Road Safety and Transport Regulation Section. The successful applicants will be required to cover a diverse range of legal and policy issues that impact on housing and consumer protection or transport regulation in the ACT. The Civil Law team provides legal policy advice and project management to the Directorate on a broad range of civil and administrative law topics. The Assistant Director of the Housing and Consumer Protection Section manages the work of that team under the direction of the Director, Civil Law. The team is responsible for promoting access to housing, citizens' rights and consumer protection, including (currently): reforms of residential tenancies law and occupancy law; retirement village's regulation; professional standards regulation; and consumer law disputes and protections. The Transport Regulation Section is part of the broader Road Safety and Transport Regulation group which also comprises the Road Transport Policy and Road Safety Policy teams. Examples of work currently being progressed by the Road Transport Legislation team include progressing amendments to ACT road transport legislation, working towards a framework for autonomous vehicles and evaluating the alcohol interlock program. Assistant Directors are responsible

for delivering or overseeing critical legislation and policy projects and providing high quality, strategic advice to Ministers and Government. Key duties and responsibilities include: Provide overall strategic leadership for the team and develop team capacity; Ensure timely delivery of outcomes in relation to a range of legal policy projects falling broadly within the Government's objectives. Represent Legislation, Policy and Programs at Executive level meetings, stakeholder meetings, and on inter-directorate and inter-governmental projects. This is an opportunity to join a fast-paced team undertaking challenging reforms in areas of national interest that will have a tangible impact on the lives of Canberrans.

Eligibility/Other Requirements: Applicants should be able to demonstrate a high level of experience in policy development, and a solid background in general/public law and policy. Applicants for the Legal 1.10: A degree in Laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Director-General, is appropriate to the duties of the office.

Note: 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: Interested applicants should submit an Application Coversheet, written application addressing the Selection Criteria limiting responses to 350 words per criteria, and current Curriculum Vitae listing two referees to jobs@act.gov.au.

Contact Officer: Kim Hosking (02) 6207 2619 kim.hosking@act.gov.au

Legislation, Policy and Programs

Liquor, Racing and Gaming Policy

Senior Policy Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 42589)

Gazetted: 01 March 2019

Closing Date: 15 March 2019

Details: Legislation, Policy and Programs is seeking a motivated, well organised person who possesses high level leadership and verbal and written communication skills to work in the Liquor, Racing and Gaming Policy team. Key priorities in this area include: Policy development, Implementation of Government commitments and monitoring, reviewing and reforming policy, legislative and regulatory settings applying to the ACT's liquor, racing and gaming industries. The successful applicant will provide high level analysis and advice to Government on liquor, racing and gaming issues; deliver legislative reforms; support relevant government boards and committees; promote positive relationships with key stakeholders; participate in or lead internal and external meetings and briefings, including stakeholder and intergovernmental meetings; and develop, implement and managing new projects and ongoing initiatives.

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: Interested applicants should submit an Application Coversheet, written application addressing the Selection Criteria limiting responses to 350 words per criteria, and current Curriculum Vitae listing two referees to jobs@act.gov.au.

Contact Officer: Julie Beddoe (02) 6207 4264 julie.beddoe@act.gov.au

Corrective Services

Corporate Services

Information and Business Solutions Unit

ICT Contract Administrator

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36760)

Gazetted: 05 March 2019

Closing Date: 17 March 2019

Details: ACT Corrective Services (ACTCS) is offering an exciting opportunity for a highly experienced and enthusiastic person to fill the role of ICT Contract Administrator, (SOGC) within Corporate Services. The successful applicant will provide administrative assistance and support in managing existing and new ICT contracts for various security systems at ACTCS. You will also have a demonstrated ability to build mutually beneficial relationships with key personnel from operational arms of the agency and various suppliers of systems. In addition, you will be able to demonstrate the ability to assist in development and management of complex contracts as per the ACT Procurement Act and

Memorandum of Understandings (MoU) with other Australian jurisdiction. Further to this, you will critically analyse contract related information including supplier contract reporting (Service Level Agreements - SLAs and KPIs), and prepare, interpret, maintain, review and report on key performance indicators of various ICT contracts. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills, in addition to high level conceptual and analytical skills. 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: Minimum five years ICT Contract Administration/management experience (preferably in security systems with managed service contract). Tertiary qualification in relevant field (e.g. Electrical/Electronic Engineering, Computer Science or Business) is highly desirable. Understanding of Corrective Services Custodial Operation is highly desirable.

How to apply: Applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (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: Dayanand Deshmukh (02) 6207 8842 dayanand.deshmukh@act.gov.au

Legislation, Policy and Programs

Criminal Law Group

Senior Legal Policy Officer

Senior Officer Grade C/ Legal 1 \$100,462 - \$124,435, Canberra (PN: 03206, several)

Gazetted: 04 March 2019

Closing Date: 18 March 2019

Details: Legislation, Policy and Programs (LPP) is seeking applications for experienced Senior Legal Policy Officers (at the Legal 1.10 level). The Criminal Law Group is responsible for criminal law policy and legislation in the ACT including in relation to criminal offences, concepts of criminal responsibility and police investigative powers, family violence, bail, forensic procedures, counter-terrorism and sentencing laws. The successful applicant will be required to cover a diverse range of legal and policy issues that impact on the criminal justice system in the ACT. The successful applicant will provide leadership and manage an extensive work program; prepare high quality reports, briefs, submissions and correspondence, including for the Attorney-General, Minister for Justice and Minister for Police and Emergency Services on a number of complex technical legal policy issues; and develop and manage justice projects across government and with the community; and develop and promote positive relationships with key stakeholders. The successful applicant will also contribute to the strategic direction of LPP. The successful application will require excellent legal research and analytical skills, a detailed understanding of government processes and high order communication, stakeholder engagement, organisational and collaboration skills.

Eligibility/Other Requirements: Applicants for Legal 1: A degree in Laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Director-General, is appropriate to the duties of the office. Relevant tertiary qualifications or significant study towards gaining qualifications, or experience within a Justice or Community Safety Environment would be highly desirable.

Note: These positions will be filled at either the Senior Officer Grade C or Legal 1, dependant on the skills and experience of the successful applicant. 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: Interested applicants should submit an Application Coversheet, written application addressing the Selection Criteria limiting responses to 350 words per criteria, and current Curriculum Vitae listing two referees to jobs@act.gov.au.

Contact Officer: Victor Martin (02) 6205 0245 victor.martin@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

Domestic Animal Services

Operations Manager

Senior Ranger

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 09804)

Gazetted: 05 March 2019

Closing Date: 19 March 2019

Details: Domestic Animal Services (DAS) is seeking applications from highly motivated and committed people to fill the role of Senior Ranger. The Senior Ranger will be based at the Mugga Lane Animal Shelter in Symonston and will be responsible for investigating alleged breaches of the *Domestic Animals Act 2000* and *Animal Welfare Act 1992*, and the enforcement of regulatory actions. This will involve responding to complaints in field including attacks, roaming dogs, dogs within prohibited areas and animal nuisance complaints. The Senior Ranger will have responsibility for mentoring and supporting rangers to ensure regulatory and public safety matters are dealt with appropriately.

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

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: Applicants are asked to supply 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 must be submitted to jobs@act.gov.au.

Contact Officer: Eva Cawthorne (02) 6207 5181 eva.cawthorne@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

Domestic Animal Services

Operations Manager

Ranger

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 17773)

Gazetted: 05 March 2019

Closing Date: 19 March 2019

Details: Domestic Animal Services (DAS) is seeking applications from highly motivated and committed people to fill the role of Ranger. As a DAS Ranger you will be based at the Mugga Lane Animal Shelter in Symonston and will be responsible for investigating alleged breaches of the *Domestic Animals Act 2000* and *Animal Welfare Act 1992*, and the enforcement of regulatory actions. This will involve responding to complaints in field including attacks, roaming dogs, dogs within prohibited areas and animal nuisance complaints.

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

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: Applicants are asked to supply 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 must be submitted to jobs@act.gov.au

Contact Officer: Eva Cawthorne (02) 6207 5181 eva.cawthorne@act.gov.au

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

City Services

City Operations

Director Domestic Animal Services

Senior Officer Grade A \$137,415, Canberra (PN: 42714)

Gazetted: 05 March 2019

Closing Date: 20 March 2019

Details: Are you a resilient people focused leader with experience in a dynamic operational environment? Do you have the skills to cultivate and sustain positive working relationships and build team capability? We are looking for an experienced leader familiar with working in a regulatory environment to join our Domestic Animal Services team. As Director, you will be in a senior leadership position responsible for leading a team of front line responders. You will be required to demonstrate strong independent judgement on complex and critical issues and have high level communication abilities. Domestic Animal Services (DAS) is responsible for matters relating to public and animal safety, registration requirements of animals, issuing of special licences, patrolling of public spaces, animal welfare and the promotion of responsible pet ownership. The Director DAS will be based at the Mugga Lane Animal Shelter in Symonston and is responsible the strategic and tactical operations of the business. This involves managing the team responsible for ensuring the health and welfare of all animals within the facility is maintained, as well as regulatory and compliance matters under the *Domestic Animals Act 2000* and *Animal Welfare Act 1992*.

Note: An attraction and retention incentive will be considered for an exceptional candidate for this position.

How to Apply: Interested applicants are asked to submit a copy of their Curriculum Vitae, contact details of two referees and responses to the Selection Criteria (including key examples) to jobs@act.gov.au

Contact Officer: Ben McHugh (02) 6207 4418 ben.mchugh@act.gov.au

Canberra Health Services

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

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

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Office Chief Psychiatrist

Forensic Psychiatrist

Staff Specialist Band 1-5

\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 41805)

Gazetted: 07 March 2019

Closing Date:

Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS) provides 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 home. These services include:

- Rehabilitation and Specialty Services (RSS)
- Adult Community Mental Health Services (ACMHS)
- Adult Acute Mental Health Services (AAMHS)
- Alcohol & Drug Services (ADS)
- Child & Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS), incorporating the Forensic Mental Health Service (FMHS)

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

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

- FMHS Community Outreach Service (FCOS)
- FMHS Court Assessment and Liaison (FCAL)
- FMHS at Bimberi Youth Justice Centre (FMHS BYJC)
- FMHS at Alexander Maconochie Centre (FMHS AMC)

Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) are both managed by the Justice Health Services (JHS) program and provide high quality inpatient mental health care to people from 18 to 65 years of age. The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide care and key services collaboratively involving the person and their carers. The DMHU offers 10 acute beds and 15 rehabilitation beds. The Extended Care Unit (ECU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce which provides 5 beds for community transition. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services. The Specialist/Senior Specialist position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College.

The position will be accountable and responsible to the Clinical Director - Justice Health, Forensic Mental Health Services through an Individual Learning and Development Plan.

MHJHADS aims to be socially inclusive and operates within a recovery-focussed and/or harm minimisation approach. The successful applicant will have experience in General Psychiatry or Subspecialty areas of Psychiatry and skills relevant to both inpatient and community services, including the provision of ECT services. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential.

Salary, Remuneration and Conditions:

Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,494 - \$359,948.

Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Psychiatrist or equivalent specialist qualifications. Evidence of satisfactory participation in the RANZCP Continuing Professional Development program. Be registered under the Working for Vulnerable People Act. Please note prior to commencement successful candidates will be required to: o 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. Contact Officer: Dr Ahmed Mashhood, Clinical Director - Justice Health, Forensic Mental Health Services (02) 6205 1551 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

Clinical Services

Surgery and Oral Health

Surgical Wards

Clinical Nurse Consultant Ward 5A

Registered Nurse Level 3.2 \$114,377, Canberra (PN: 22381)

Gazetted: 07 March 2019

Closing Date: 14 March 2019

Details: About us: Canberra Health (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: The Division of Surgery and Oral Health is responsible for delivering inpatient and outpatient care to consumers requiring elective and emergency surgical procedures.

As a major tertiary and trauma referral centre for the ACT and surrounding NSW, Canberra Hospital needs to be equipped and able to manage high volumes of trauma and emergency cases that cannot be provided by other facilities.

The Dental Health Program delivers prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region.

Ward 5A is a 30 bed inpatient unit delivering patient centred care to those requiring the services of the orthopaedic specialty.

The Clinical Nurse Consultant (CNC) Ward 5A is

Responsible for the day to day operational management of services within the ward including the management of nursing workloads/ models of care and patient flow both internal and external to the ward

To provide expert clinical leadership and management within a nursing and multidisciplinary team

To embed and maintain the National Safety and Quality Health Service Standards (NSQHSS) at a ward level

To develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate patient flow

Eligibility/Other Requirements:

Mandatory:

Unconditional registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA)

Desirable:

Post graduate qualification in or working towards a higher degree in Health Services Management

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

Comply with CHS Occupational Assessment, Screening and Vaccination policy

Contact Officer: Tania Lawrence (02) 5124 5091 tania.lawrence@act.gov.au

Clinical Services

Medicine

Clinical Forensic Medical Services

Forensic Nurse Examiner

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 32339)

Gazetted: 07 March 2019

Closing Date: 21 March 2019

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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 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.

An exciting opportunity exists for a dynamically skilled and suitable qualified Registered Nurse within the Department of Clinical Forensic Medical Services.

The successful applicant will be required to work shift work including night duty and on call and across the three divisions of service within Clinical Forensic Medical Services:

Forensic and Medical Sexual Assault Care (FAMSAC) providing forensic evidence collection and medical assessment to both male and female victims of assault.

Clinical Forensics ACT (CFACT) providing triage and support services in the outreach settings of the Australian Federal Police custodial facilities.

Nursing assessments within the outpatient clinic- Fitness to Drive Medical Clinic (FTDMC)

Eligibility/Other Requirements:

Mandatory:

Registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Registered Nurse with a minimum five years post registration experience

Desirable:

Holds a current driver's licence

Experience in emergency nursing with triage skills, mental health, women health, sexual health or custodial medicine highly desirable.

A willingness to undertake further study as a Forensic Nurse Examiner a must.

Holds or is working towards a post graduate qualification. Preference for emergency nursing clinical forensic nursing, family planning, sexual health nursing or a willingness to gain required qualifications.

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 as soon as possible until September 2020 with the possibility of extension.

This position is part-time at 32 hours per week (0.84 FTE) and the full-time salary noted above will be paid pro-rata.

Selection may be based on application and referee reports only.

Contact Officer: Amie Johns (02) 6244 3508 amie.m.johns@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Mental Health Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 41608)

Gazetted: 07 March 2019

Closing Date: 14 March 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. The core values of Care, Excellence, Collaboration and Integrity were developed by us, for us and are unique to our work.

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

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

Rehabilitation and Specialty Services Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol & Drug Services

Child & Adolescent Mental Health Services (CAMHS), and

Justice Health Services

Overview of the work area and position

The nursing position is based in the Woden Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). Nursing staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

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

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

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

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

The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

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

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

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

This is an exciting opportunity for someone 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:

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

A current Driver's License

Prior to commencement successful candidates will be required to:

Comply with ACT Health occupational screening requirements related to immunisation

Have current registration issued under the *ACT Working with Vulnerable People Act 2011*; and

Undergo a pre-employment Police check.

Contact Officer: Mathew Hunstone (02) 6205 1478 mathew.hunstone@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Short Stay Unit

Registered Nurse, Short Stay Unit

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 18511)

Gazetted: 07 March 2019

Closing Date: 14 March 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 provide acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for the Canberra Hospital acute services is to deliver timely access to effective and safe hospital care services.

The Canberra 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, 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 University of Canberra Hospital provides sub-acute rehabilitation health services to the ACT and surrounding region.

Overview of the work area and position

The Adult Acute Mental Health Services, Adult Mental Health Short Stay Unit (AMHSSU) provides high quality inpatient mental health care to people from 18 to 65 years of age. Adolescents up to the age of 18 are admitted when Paediatrics is not clinically appropriate.

The Adult Mental Health Short Stay Unit (AMHSSU) is a sub-acute six bed inpatient unit in the Emergency Department of Canberra Hospital. Within AMHSSU care is provided to people requiring extended mental health assessment and/or treatment initiation. The service provides collaborative care involving the person, their carers and other key services. At this level it is expected that you will provide high level clinical leadership and guidance to the nursing workforce, as well provide clinical support to assist in the clinical nursing care, treatment and recovery of people within a therapeutic environment. You will provide regular input into, and form an integral part of the multidisciplinary team and apply quality improvement processes to the therapy program undertaken within both units.

All team members are required to undertake professional development and supervision and participate in quality initiatives. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements

Mandatory:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum of 12 months recent nursing experience in a mental health facility.

Desirable:

- Approved Tertiary/or equivalent qualifications in Nursing.
- Post Graduate qualification in Mental Health Nursing.
- Current driver's licence.

Prior to commencement successful candidates will be required to:

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

Note:

This is a temporary position available for until 30 June 2019.

Contact Officer: Helen Braun (02) 6174 5406 helen.braun@act.gov.au

Clinical Services

Women, Youth and Children

Central Regional Team

School Youth Health Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 17045, several)

Gazetted: 07 March 2019

Closing Date: 14 March 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

School Youth Health Nurse Program

School Youth Health Nurses are experienced Registered Nurses who have specialised in adolescent health. School Youth Health Nurses provide trauma informed care; working with a preventative focus including early identification, brief intervention and harm minimisation. The program provides individual consultations, small group work, supports teachers with the health curriculum, and supports whole school health promotion.

School Youth Health Nurses are based in allocated ACT Government Secondary Schools, with one day per week working in the City Health Centre, at 1 Moore Street, Canberra City (Wednesday).

Eligibility/Other Requirements:

Mandatory:

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

Experience working in adolescent health

Current driver's licence

Desirable:

A minimum of four years' experience working in adolescent health.

Qualifications in Youth Health, Mental Health and/or Adolescent Health.

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 for Category A

Note:

There are three temporary positions available. One 12 month full-time contract, one three month and one six month contract which are three days per week. Standard hours for the positions are 0800 – 1630, Monday - Friday of the school term only. *These positions are covered under Schedule 4 of the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017- 2019. The rate of pay is at 88% of the rate paid to an equivalent employee. This rate of pay takes into account the nurse not attending work during school stand down periods (term breaks).

Contact Officer: Julie Irving (02) 5124 1631 julie.g.irving@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Forensic Mental Health Services, Registered Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 25563)

Gazetted: 07 March 2019

Closing Date: 21 March 2019

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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.

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

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

FMHS Community

FMHS Court Assessment and Liaison (FCAL)

FMHS Bimberi Youth Justice Centre (FMHS BYJC)

FMHS at Alexander Maconochie Centre (FMHS AMC)

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

Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service.

Eligibility/Other Requirements:

Mandatory:

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

Relevant experience in the area of mental health

Current driver's licence

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*

Contact Officer: Tegan Murray (02) 5124 1813 tegan.murray@act.gov.au

Clinical Services

Pharmacy Department

Specialist Pharmacist -Oncology/Haematology

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 26234)

Gazetted: 07 March 2019

Closing Date: 21 March 2019

Details: About us:

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

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

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

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.

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 Health Services (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. Under the direction of the Deputy Director of Operations/Manufacturing Services and the Lead Pharmacist Oncology and Haematology, the Specialist Oncology/Haematology Pharmacist will work closely with a team of dedicated and skilled technicians and pharmacists (including the CHARM system Pharmacist and Clinical Oncology/Haematology Pharmacists) to deliver a safe, efficacious and patient centred service.

Eligibility/Other Requirements:

Mandatory:

Be registered (or eligible for registration) as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA)

Competency assessable at the Consolidation Level for Advanced Pharmacy Practice, supported through a portfolio of evidence.

Highly desirable:

SHPA membership

Membership linked to this area of specialty

Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or working towards with substantial clinical pharmacy experience deemed equivalent

Publication in peer reviewed journals

Please note 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*.

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

Comply with Canberra Health Service 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 Canberra Health Service facilities, the person occupying this position will be required to comply with Canberra Health Service credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Note:

Salary is \$95,794-\$103,498 (inclusive of base salary \$87,257-\$96,502 (on attainment of a personal upgrade) and Attraction and Retention Incentive (\$8,537-\$9,008). The CHS pharmacy department will commit to funding the online Graduate Certificate in Cancer Sciences through The University of Melbourne for the specialist pharmacist (AU\$12,333), or equivalent. A minimum of a two-year commitment to CHS Pharmacy Oncology and Haematology services would be expected in return, for this investment in your knowledge and career advancement. This attraction and retention incentive would be received as half paid (directly to the education provider) after successful completion of one semester, and the second half paid at the end of the two year commitment.

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

Clinical Services

Clinical Support Service

Pharmacy - Canberra Hospital

Senior Rotational Pharmacist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 19647, several)

Gazetted: 07 March 2019

Closing Date: 14 March 2019

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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 Services 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 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 direction of the Lead Pharmacist and Deputy Director of Pharmacy (Clinical), the Senior Pharmacist will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service across a range of areas within the Division of Medicine, Surgery, Women's Youth and Children, Mental Health, Drug and Alcohol and Justice Health Services, Haematology/Oncology, Critical Care and Pharmacy Operations.

Eligibility/Other Requirements:

Mandatory:

Be registered (or eligible for registration) as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA)

Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or working towards with substantial clinical pharmacy experience deemed equivalent

Desirable:

Previous project management and/or research experience

Publication/s within peer reviewed journals

Current driver's licence

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 Canberra Health Services 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 Canberra Health Services facilities, the person occupying this position will be required to comply with Canberra Health Services credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made.

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

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

Quality, Safety and Governance

Quality and Safety

Patient Safety Team

Patient Safety System Administrator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 04680)

Gazetted: 07 March 2019

Closing Date: 14 March 2019

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CHS administers a range of publicly funded health facilities, programs and services including 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 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 illnesses and injury.

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

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

Overview of the work area and position: The role of the Quality, Safety, Improvement and Innovation Unit is to promote and facilitate a culture of excellence, innovation, education and research in healthcare improvement through a framework designed for the delivery of a safe and reliable healthcare system. This is achieved through:

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

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

The Quality, Safety Improvement and Innovation Unit is aligned with the key elements of high quality healthcare, including the Patient Safety Team, (Incident Management Team, Clinical Review Team, Mortality and Morbidity Coordination, Medico Legal Team), Clinical Effectiveness Unit (Policy Team, Data and Quality Assurance, National Standards) and the Patient Experience Unit (Patient Experience, Advanced Care Planning, Quality Improvement)

The Patient Safety Team responsibilities include:

Educating, promoting and guiding the application of incident management principles and processes to support continuous improvement for the provision of safe, high quality patient care for internal and external stakeholders.

Identifying, analysing, investigating and reporting potential harm and patient safety indicators to support continuous improvement.

Assisting staff and ACT government solicitors with claims, all aspects of the coronial process and other legal and police matters as well as meeting insurance reporting obligations.

Eligibility/Other Requirements:

Highly desirable:

Strong organisational skills with a high degree of drive

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

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

Contact Officer: Philippa Keating (02) 5124 9571 philippa.keating@act.gov.au

Clinical Services

Surgery and Oral Health

Dental Health Program

Dental Laboratory Administration Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 33403)

Gazetted: 07 March 2019

Closing Date: 14 March 2019

Details: About us:

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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 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 Canberra Health Services 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.

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

The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

Overview of the work area and position:

The ACT Dental Health Program provides oral health services to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra.

The Dental Health Program is in the division of Surgery and Oral Health and offers a range of dental services to the community, these include:

Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school.

Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card.

Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

The Laboratory Administration Officer is responsible for the coordination, scheduling and management of internal and external denture and orthodontic processes and coordination for the Dental Health Program.

Eligibility/Other Experience:

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*.

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

Contact Officer: Donna Butcher 0481 439 441 donna.butcher@act.gov.au

Clinical Services

Surgery and Oral Health

Ophthalmology Outpatients

Eye Clinic Registered Nurse

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 17834)

Gazetted: 07 March 2019

Closing Date: 14 March 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 multidisciplinary outpatient ophthalmology team is responsible for the coordination of ophthalmic health care through the provision of services in corneal, retinal, emergency and general eye health. We aim to ensure effective and efficient patient care is provided in line with ACT health values.

Eligibility/Other Requirements:

Mandatory:

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

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*.

Desirable:

Knowledge of ophthalmic nursing and ophthalmic eye disease processes.

Note:

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

Selection may be based on application and referee reports only.

Contact Officer: Barbara O'Brien (02) 51245870 barbara.o'brien@act.gov.au

Clinical Services

ACT Pathology

Haematology

Scientist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 14902)

Gazetted: 07 March 2019

Closing Date: 21 March 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.

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: ACT Pathology is a division of the CHS 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. ACT Pathology offers a diagnostic Pathology service to the ACT and surrounding region. The Haematology laboratory is a tertiary facility performing highly complex time consuming investigations in the areas of Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology, Morphology and Transfusion on difficult patients with a wide range of co-morbidities.

Under direction, the Scientist role is responsible for the provision of Haematology, Coagulation and Transfusion procedures. The Scientist role is a key position involved in the troubleshooting of instrumentation, monitoring of Quality Control, analysis of results, provision of blood and blood products for the Haematology laboratories at Canberra and Calvary Hospitals.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Science

Desirable:

Previous experience working in a clinical Haematology Laboratory or similar setting

Relevant Post Graduate qualifications

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Comply with CHS Occupational Assessment, Screening and Vaccination policy

Note: The Scientist position is required to work 24/7 shifts including night, weekends and public holidays.

Contact Officer: Kerrie Andriolo (02) 5124 2034 kerrie.andriolo@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Administrative Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 21612)

Gazetted: 07 March 2019

Closing Date: 14 March 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 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.

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

ACT Wide Mental Health Services (ACT Wide MHS)

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)
Child and Adolescent Mental Health Services (CAMHS)
Justice Health Services (JHS)

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

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

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

Eligibility/Other Requirements:

Mandatory:

Current driver's licence

Experience in working within the mental health sector

Desirable:

Experience in working with children and young people

Experience with medical terminology would be an advantage

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

Undergo a pre-employment Police check

Comply with CHS Occupational Assessment, Screening and Vaccination policy

Note: This is a temporary position available for a period of eight months with the possibility of extension. This position is part-time at 14:42 hours per week and the full-time salary noted above will be paid pro-rata. The successful candidate will be required to be available to work within all program areas of CAMHS as service needs arise. Selection may be based on application and referee reports only. An Order of Merit may be used to fill future identical full time temporary vacancies in either the North or South Community Teams within a 12 month period.

Contact Officer: Catherine Furner (02) 6205 1472 catherine.furner@act.gov.au

Clinical Services

Chief of Clinical Operations

Territory Wide Surgical Services

Central Wait List Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 36788)

Gazetted: 07 March 2019

Closing Date: 21 March 2019

Details: About us

Canberra Health Service 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

This service is managed by the Territory Wide Surgical Services Team, who receives all Request for Admission (RFA's) Forms for listing on the public elective surgery waiting list to ensure consistent and streamlined processing of RFA forms. The Central Waitlist Officer will primarily be responsible for adding patients to the elective surgery waiting list using established policy and procedures. In addition, the successful applicant will be required to provide administrative support to the Central Waitlist team which includes auditing of the Elective Surgery Waiting List and the removal of patients from the waitlist. Applicants should have demonstrated time management skills with the ability to liaise effectively with staff and patients in a busy team environment.

Eligibility/Other Requirements:

Desirable:

Experience in the use of the ACT Patient Administration System and a high level of keyboard and administrative skills in a health environment will be highly desirable.

Please note 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. Applications maybe based on selection criteria and referee report only.

Contact Officer: Jelena Gissane (02) 5124 9035 jelena.gissane@act.gov.au

Clinical Services

Surgery and Oral Health

Surgical Wards

Administrative Assistant, Ophthalmology Outpatient Department

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 10762, several)

Gazetted: 07 March 2019

Closing Date: 14 March 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 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: Exciting opportunity exists for a dynamic and motivated staff member interested in the position of Administrative Assistant within the Outpatient Ophthalmology Administration Team. The successful applicant will be enthusiastic, have excellent interpersonal skills and excellent customer service skills. This position provides administrative and general office support to the Outpatient Ophthalmology Department with duties including booking appointments, referral management, screening telephone calls, filing and data entry. This role requires demonstrated ability to ensure high quality customer service standards and to support and provide assistance to the outpatient ophthalmology team as necessary.

Eligibility/Other Requirements:

Mandatory:

Applicants will need to have excellent communication, organisational and time management skills, with an ability to liaise effectively with staff at all levels

Desirable

A high level of knowledge and demonstrated ability in the use of health based IT systems including ACTPAS

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: These are temporary positions available for three months with the possibility of extension or permanency.

Contact Officer: Rebecca Scaysbrook (02) 5124 4175 rebecca.scaysbrook@act.gov.au

Clinical Services

Clinical Support Service

Logistics Support

Store Person

Health Service Officer Level 4/5 \$49,958 - \$55,221, Canberra (PN: 25220, several)

Gazetted: 07 March 2019

Closing Date: 14 March 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 which includes ensuring the delivery of CHS's Quality Strategy and government priorities and aligning them with CHS's Territory Wide Services Framework.

Overview of the work area and position: Supply Services forms part of the Logistic Support within the Business Support Services of CHS, delivering customer focused supply chain solutions to the Directorate and other healthcare facilities.

The position reports to the Senior Store Supervisor of CHS Supply Services.

To be successful in this position, you will need to have proven experience in all aspects of stores management (i.e. issues, receipts, picking, stock-taking, etc.) in a large and busy warehouse environment operating in a computerised purchasing and inventory control system.

Eligibility/Other Requirements:

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

Contact Officer: Amrita Nand (02) 6207 8385 amrita.nand@act.gov.au

Clinical Services

University of Canberra Public Hospital

Rehabilitation Aged and Community Care (RACC)

Allied Health Research Officer

Health Professional Level 5 \$118,319 - \$133,197, Canberra (PN: 39648)

Gazetted: 07 March 2019

Closing Date: 21 March 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 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: Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within Canberra Health Service providing multidisciplinary rehabilitation, aged and community-based care across a range of settings. This includes The University of Canberra Hospital (UCH), Canberra Hospital, Community Health Centres, and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect CHS's values: care, excellence, collaboration, and integrity.

In July 2018, ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra opened. This new hospital, the University of Canberra Public Hospital (UCPH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population.

The RACC Allied Health service is a dynamic team of professionals and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, and chronic conditions. There are a wide variety of service delivery teams within RACC including: inpatient and community based rehabilitation, inpatient acute care of the elderly, a community based falls and falls injury prevention program, a Transitional Therapy and Care Program and community based services.

Successful applicants will be expected to work across any number of these services. The purpose of this position is to develop, enhance and provide strategic management of an Allied Health research agenda focussed on the evaluation of Rehabilitation services and innovative models of care within a sub-acute Rehabilitation environment. Additionally

the role will build research capacity through provision of support to allied health staff undertaking research. The Clinical Research Officer will work collaboratively with the RACC Director of Allied Health and Allied Health staff in the achievement of research goals and the early translation of research into clinical care for the benefit of all.

Eligibility/Other Requirements:

Mandatory:

Degree or Diploma in Allied Health and Registration where applicable and/or eligible for membership of the relevant Professional Association

A current Australian driver's licence

Highly Desirable:

The successful applicant will have a PhD within an Allied Health discipline with a research track record and post doctoral research experience

The successful candidate will have contemporary clinical experience in an adult rehabilitation setting within a relevant Allied Health discipline

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: This is a temporary position available for a period of six months with the possibility of extension and/or permanency. Full-time and part-time hours will be considered. This position may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

Selection may be based on application and referee reports only.

Contact Officer: Todd Kaye (02) 5124 0017 todd.kaye@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Registered Nurse Clinical Lead

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 41233)

Gazetted: 07 March 2019

Closing Date: 21 March 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

The Justice Health Services Primary Health team is a part of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), which is contemporary evidence, based service providing high quality primary health care, within Canberra's custodial and secure mental health environments.

At this level you will provide senior leadership for the clinical and administrative operations for Population Health services. This includes the day to day management of resources, procedure development and care pathway development to ensure the provision of safe, efficient and quality health care services. This role requires a high level of clinical skills, reasoning, critical thinking and knowledge. The role is required to provide leadership and guidance for colleagues and stakeholders that aids the facilitation of ongoing development of excellence in clinical practice and optimal patient outcomes within this patient group. The role requires collection and analysis of data to allow evaluating the progress of the role and team. This role reports to the Justice Health Services Primary Health Assistant Director of Nursing RN 4.2

Eligibility/Other Requirements:

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

At least five years full time equivalent post registration experience. Post registration nursing qualifications or evidence of planning to work towards a post registration qualifications relevant to justice health services as agreed by the Operational Director Justice Health Services.

Current driver's licence

Please note 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*.

Highly desirable:

Previous experience within a corrections/forensics/sexual health/alcohol and drug/chronic disease environment.

Note:

Selection may be based on application and referee reports only.

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

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Clinical Nurse Educator, Custodial Health

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 42555)

Gazetted: 07 March 2019

Closing Date: 14 March 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 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 and Walk In Centres, 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) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include:

ACT Wide Mental Health Services

Adult Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

The Justice Health Services Primary Health Team is part of MHJHADS which is a contemporary evidence-based service providing high quality care.

Justice Health Services (JHS) Primary Health Team provides high quality primary healthcare to people located within the Alexander Maconochie Centre (AMC), young people at Bimberi Youth Justice Centre (BYJC) and Forensic Mental Health Services (FMHS) in the community and court sites. You will be required to work across all JHS sites.

It is expected that in this position you will provide leadership and facilitate high quality education and training for staff across JHS. This position works collaboratively with the Assistant Director of Nursing (ADON) for JHS and the Clinical Nurse Consultant and Clinical Development Nurse at AMC to ensure optimum service delivery and best practice.

In this position you will be required to undertake professional development and supervision; participate in quality initiatives; contribute to the multidisciplinary team processes and uphold the Canberra Health Services Values of Care, Excellence, Collaboration and Integrity.

Eligibility/Other Requirements

Mandatory:

Registered as a Registered (Division 1) Nurse with Australian Health Practitioner Regulation Agency

Desirable:

Post graduate qualifications in Education or Clinical Teaching

Demonstrated experience in a custodial health or primary health setting and experience in a leadership or education role.

Current drivers licence

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*

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

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Manager

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 26040)

Gazetted: 07 March 2019

Closing Date: 14 March 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.

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

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

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Overview of the work area and position: The nursing position is based in the Tuggeranong Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). Nursing staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will

improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

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

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

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

The successful applicant will be required to work as a member of the multidisciplinary team providing high quality clinical interventions and care, and to achieve of positive outcomes for people. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. Providing supervision to staff at the Registered Nurse 1 and 2 Levels as well as students is a key part of the role.

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

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

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

Eligibility/Other Requirements:

Mandatory:

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

Minimum three years nursing experience in a mental health services

Strong understanding of Adult Community Mental Health services.

Desirable:

Post Graduate Qualification in Mental Health Nursing or working towards such

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Comply with CHS Occupational Assessment, Screening and Vaccination policy

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

Contact Officer: Danny Farrow (02) 6205 2777 danny.farrow@act.gov.au

Clinical Services

Clinical Support Service

Pharmacy - Canberra Hospital

Oncology Pharmacist

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 24088)

Gazetted: 07 March 2019

Closing Date: 14 March 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.

The Pharmacy Department sits in the Division of Clinical Support Services. Clinical Support Services provide a range of services that support the clinical divisions within Canberra Hospital and Health Services (CHHS). The following areas are included within this Division:

Pharmacy

Biomedical Engineering

Medical Physics and Radiation Engineering

Nursing Operational Support

Clinical Records

Overview of the work area and position: The Canberra Health Services Pharmacy Department have a dynamic, talented team of approximately 90 staff, including: pharmacists, technicians and administration staff. The pharmacy department provides a range of operational and clinical services to inpatients and outpatients in a number of specialised services.

Working within the Oncology team, the Oncology Pharmacy – Senior Clinical and Manufacturing Pharmacist will lead, co-ordinate and manage a team of pharmacists and technicians to deliver safe and efficient oncology services across the Canberra Health 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 ACT health community"

Work Level Standards Principles

This position works closely with the CHARM Pharmacist, Deputy Director of Operations (Oncology and Haematology), Senior HP3 Pharmacists, rotational pharmacists, technicians, nursing and medical staff. Responsibilities include a range of pharmacy services on weekends, public holidays, after hours and on-call as rostered.

Eligibility/Other Requirements:

Mandatory:

Be registered (or eligible to be registered) as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA).

Postgraduate qualifications in either of the following: Clinical Pharmacy, Compounding pharmacy, Oncology/Haematology, Management, Education or working towards with extensive clinical oncology/haematology pharmacist experience deemed equivalent

Highly desirable:

Society of Hospital Pharmacists of Australia (SHPA) membership

Membership linked to area of speciality (e.g. Clinical Oncology Society of Australia (COSA), ISOP, HOPA etc.)

Publication in peer review journals

Project management and /or research experience

Seven years' experience working in hospital pharmacy

Ability to act as a CHARM™ oncology information management system super user

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*

Work across multiply CHHS locations

Comply with CHS credentialing requirements for allied health professionals

Comply with CHS Occupational Assessment, Screening and Vaccination policy

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

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health

Manager of Access Mental Health

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 21885)

Gazetted: 07 March 2019

Closing Date: 21 March 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.

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

Rehabilitation and Specialty Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Overview of the work area and position: Adult Community Mental Health Teams are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people who access the service, their carers and other key services. As Team Leader, you will be responsible for supporting the key strategic directions of the service, promoting change and contributing to service development. In collaboration with medical staff, you will support the provision of evidence-based clinical interventions within standardised clinical processes. You will report against key performance indicators and promote a learning environment for the team premised on utilisation of Learning and Achievement Plans.

All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multidisciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Access Mental Health provides a centralised access process that aims to provide an identified service entry point to undertake 24hr/7 days per week triage and a thorough mental health assessment that more effectively helps link people with the services that most appropriately meets their needs.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications or equivalent in Nursing, Occupational Therapy, Psychology or Social Work with current unconditional AHPRA registration where applicable and/or eligibility for membership of the appropriate professional organisation.

Strong understanding of adult community mental health services.

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*

Contact Officer: Amaly Khalaf 0466 853 239 amaly.khalaf@act.gov.au

Clinical Services

Surgery and Oral Health

Dental Health Program

Dental Prosthetic Services Operations Manager

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 41940)

Gazetted: 07 March 2019

Closing Date: 14 March 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 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: The Dental Health Program is in the Division of Surgery and Oral Health and offers a range of dental services to the community including:

Child and Youth dental services to all children under the age of 14 years who live in the ACT or attend an ACT school.

Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card. Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

The Dental Prosthetists, Dental Technicians and administration support in the Dental Health Program work within a multidisciplinary team to provide dental prosthetics services to eligible clients in the ACT. These services are primarily delivered from community health centres.

Eligibility/Other Requirements:

Mandatory:

Minimum formal qualification in Dental Technology

Minimum three years leadership or management experience

Desirable:

Strong understanding of public dental services

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

Contact Officer: Donna Butcher 0481 439 441 donna.butcher@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>

Corporate Services

Governance and Risk

Freedom of Information Coordinator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39813)

Gazetted: 07 March 2019

Closing Date: 14 March 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.

ACT Health 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 which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework.

ACT Health partners with the community and consumers for better health outcomes by:

Delivering patient and family-centred care

Strengthening partnerships

Promoting good health and wellbeing

Improving access to appropriate health care, and having robust safety and quality systems.

ACT Health works closely with other ACT Government agencies such as Canberra Health Services, the ACT Government's Community Services Directorate, Justice and Community Safety Directorate, Chief Minister and Treasury Directorate, and emergency services providers such as the ACT Ambulance Service and the Australian Federal Police.

Formalised consultative arrangements also exist with a range of agencies, such as the Health Care Consumers' Association (ACT), ACT Medicare Local and mental health, alcohol and drug, and other community service providers. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Overview of the work area and position:

Freedom of Information (FOI) access applications are managed by the Freedom of Information Unit within the Governance and Risk business unit. The FOI Coordinator is responsible for providing support to line areas in the coordination of information and response to FOI access applications within legislated timeframes. The FOI Coordinator is expected to provide support to the team and undertake other duties within the Governance and Risk business unit as required to ensure key objectives of the unit are met.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Desirable:

Knowledge and understanding of the Territory's Freedom of Information legislation framework and processes would be an advantage.

Note:

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

Contact Officer: Jacqui Bear (02) 5144 9426 jacqui.bear@act.gov.au

Health Systems, Policy and Research

Preventive and Population Health

Health Promotion

Senior Project Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 42230)

Gazetted: 07 March 2019

Closing Date: 21 March 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.

ACT Health 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 which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities and aligning them with ACT Health's Territory Wide Services Framework.

The Preventive and Population Health Branch is responsible for improving the health of the ACT population through promoting healthy behaviours and lifestyles and providing ongoing monitoring and evaluation of health programs and policy. The Branch includes the Epidemiology Section, Health Improvement Projects, Health Promotion and the Health Promotion Grants Program.

Overview of the work area and position:

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

Health Promotion is looking for a motivated and enthusiastic individual to help deliver on our health promotion priorities. This position will be expected to work across any area of the Health Promotion Section as required. As the current focus of the position is on the delivery of programs in the school setting, applicants with experience in developing and managing partnerships with the education sector will be viewed favourably.

Eligibility/Other Requirements:

Mandatory:

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*.

Desirable:

Tertiary qualifications in a relevant field.

Strong demonstrated experience in population health promotion, community development, social marketing, public health and/or related disciplines.

Experience working within the public health and/or education sectors is highly desirable.

Note:

This is a temporary position that has been established to support implementation of the *It's Your Move* expansion project. Commensurate with project funding, the position is available until 30 June 2021 with a possibility of extension.

Full-time hours is preferred. This position may be required to work across various areas within the Health Promotion Section. An order of merit will be established for filling temporary or permanent positions at level within the next 12 months from this process in the Health Promotion Section.

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

APPOINTMENTS

Canberra Institute of Technology

Professional Officer Class 2 \$79,824 - \$91,356

Belinda Sweet 858-67841, Section 68(1), 4 March 2019

Chief Minister, Treasury and Economic Development

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

Bradley Chesterfield 858-65918, Section 68(1), 4 March 2019

Administrative Services Officer Class 3 \$60,039 - \$64,616

Adrielle Connors 858-66072, Section 68(1), 4 March 2019

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

Antony Gowling 853-49163, Section 68(1), 1 March 2019

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

Bronte Green 858-61466, Section 68(1), 28 February 2019

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

Mila Haske 858-61052, Section 68(1), 27 February 2019

Senior Officer Grade A \$137,415

Raphaela Higginbotham 858-68094, Section 68(1), 11 March 2019

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

Fatima James 853-46835, Section 68(1), 28 February 2019

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

Leon Kotzur 827-46198, Section 68(1), 28 February 2019

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

Emily Legge-Pearce 858-54119, Section 68(1), 1 March 2019

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

Shannon Mould 848-80868, Section 68(1), 1 March 2019

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

Tayla Summerell 846-91821, Section 68(1), 1 March 2019

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

Cecilia TUPOU 848-68252, Section 68(1), 6 March 2019

Community Services

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

Sally Duncan 853-45058, Section 68(1), 26 February 2019

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

Harold Williams 853-55125, Section 68(1), 26 February 2019

Director of Public Prosecutions

Prosecutor Grade 1 \$72,389 - \$82,104

Nathan Deakes 848-80462, Section 68(1), 27 February 2019

Prosecutor Grade 1 \$72,389 - \$82,104

Christina Muthurajah 858-51444, Section 68(1), 27 February 2019

Prosecutor Grade 1 \$72,389 - \$82,104

Maclaren Wall 858-57125, Section 68(1), 27 February 2019

Education

Professional Officer Class 2 \$79,824 - \$91,356

Lee Ellen Newlyn 858-20306, Section 68(1), 28 February 2019

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

Marie Pike 853-79936, Section 68(1), 5 March 2019

Justice and Community Safety

Ambulance Paramedic \$70,647 - \$79,475 plus penalties

Jessica Merchant 853-50500, Section 68(1), 28 February 2019

Transport Canberra and City Services

Bus Operator - Training \$66,212

Mitchell Bros 858-67198, Section 68(1), 1 March 2019

Bus Operator - Training \$66,212

George Claveria 858-67104, Section 68(1), 1 March 2019

Senior Officer Grade A \$137,415

Nicole Curtin 778-35612, Section 68(1), 4 March 2019

Bus Operator - Training \$66,212

Sunny Dabas 858-67040, Section 68(1), 1 March 2019

Bus Operator - Training \$66,212

Christopher Hough 858-67163, Section 68(1), 1 March 2019

Bus Operator - Training \$66,212

Matthew Jansen 858-67091, Section 68(1), 1 March 2019

Bus Operator - Training \$66,212

Anthony Kenny 858-67147, Section 68(1), 1 March 2019

Bus Operator - Training \$66,212

Michael Parker 858-67059, Section 68(1), 1 March 2019

Bus Operator - Training \$66,212

Varun Sharma 858-67155, Section 68(1), 1 March 2019

Bus Operator - Training \$66,212

Sahab Singh 858-67083, Section 68(1), 1 March 2019

Bus Operator - Training \$66,212

Sukhpreet Singh 858-62119, Section 68(1), 1 March 2019

Senior Officer Grade A \$137,415

Natasha Wise 833-81397, Section 68(1), 1 March 2019

Suburban Land Agency

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

Reahn Aitchison 858-67489, Section 68(1), 1 March 2019

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

Ben Jackson 858-63015, Section 68(1), 4 March 2019

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

Nicholas Vithalis 858-60316, Section 68(1), 4 March 2019

Canberra Health Services

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

Cameron Amor 845-20301, Section 68(1), 1 March 2019

Administrative Services Officer Class 3 \$60,039 - \$64,616

Lauren Arganese 858-66718, Section 68(1), 7 March 2019

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

Ratu Baledrokadroka 844-33208, Section 68(1), 1 March 2019

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

Ingrid Brassington 857-45289, Section 68(1), 7 March 2019

Administrative Services Officer Class 2 \$52,991 - \$58,513

Sarah Cotterill 857-94195, Section 68(1), 4 March 2019

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

Melissa Cowie 859-52237, Section 68(1), 25 February 2019

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

Grace Cox 857-44323, Section 68(1), 4 March 2019

Allied Health Assistant 3 \$61,115 - \$67,825

Susan Dowley 840-49038, Section 68(1), 1 March 2019

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

Claire Edwards 857-45166, Section 68(1), 4 March 2019

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

Kyah Johnstone 847-25868, Section 68(1), 7 March 2019

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

Shadrack Keddey 858-67411, Section 68(1), 4 March 2019

Administrative Services Officer Class 4 \$66,656 - \$72,175
Bronwyn McCaskill 858-68158, Section 68(1), 7 March 2019

Registered Midwife Level 2 \$88,249 - \$93,533
Ingrid McKenzie 840-27912, Section 68(1), 7 February 2019

Registered Nurse Level 1 \$63,548 - \$84,888
Sarah Morgan 857-44550, Section 68(1), 5 March 2019

Registered Midwife Level 1 \$63,548 - \$84,888
Belinda Napier 853-59361, Section 68(1), 7 March 2019

Health Professional Level 4 \$100,462 - \$108,140
Rebecca Phillips 847-27337, Section 68(1), 4 March 2019

Registered Midwife Level 1 \$63,548 - \$84,888
Caitlin Priest 857-42483, Section 68(1), 7 March 2019

Administrative Services Officer Class 4 \$66,656 - \$72,175
Christina Purcell 857-92608, Section 68(1), 7 March 2019

Registered Nurse Level 1 \$63,548 - \$84,888
Dana Robertson 857-44841, Section 68(1), 4 March 2019

Health Service Officer Level 3 \$48,385 - \$49,958
Sangchu Sangchu 857-91525, Section 68(1), 2 March 2019

Administrative Services Officer Class 2 \$52,991 - \$58,513
Sophie Whitfeld 857-92405, Section 68(1), 4 March 2019

ACT Health

Administrative Services Officer Class 6 \$79,824 - \$91,356
Katelyn Barnes 859-52982, Section 68(1), 1 March 2019

Health Professional Officer Level 4 \$100,462 - \$108,140
Marlena Kaczmarek 847-02017, Section 68(1), 1 March 2019

TRANSFERS

Chief Minister, Treasury and Economic Development

Thomas Callaghan: 843-97972

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 00958) (Gazetted 25 January 2019)

Justice and Community Safety

Melissa Carmody: 830-80498

From: \$63,548 - \$84,888

Health

To: Graduate Paramedic Intern \$67,706 plus penalties

Justice and Community Safety, Canberra (PN. 41408) (Gazetted 12 April 2018)

James Daniel Slater: 846-95144

From: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety

To: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety, Canberra (PN. 11356) (Gazetted 27 August 2018)

Canberra Health Services

Anita Cregan: 853-62915

From: Registered Nurse Level 1 \$88,249 - \$93,533

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 21896) (Gazetted 3 January 2019)

Deborah Perry: 857-43355

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 33979) (Gazetted 29 November 2018)

Tamara Shaw: 842-88223

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 40925)

ACT Health

Pauline Bailey: 735-32892

From: Registered Nurse Level 3.2 \$114,377

Canberra Health Services

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

ACT Health, Canberra (PN. 34442) (Gazetted 25 October 2018)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services ICT

Strategic Business

Project Front Door

Jason Ammann: 827-60782

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

CMTEDD

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 17223) (Gazetted 27 November 2018)

Finance and Budget Group

Graham Chadwick: 835-90199

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 33371) (Gazetted 25 January 2019)

Finance and Budget Group

Scott Hatton: 853-46587

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. 43106) (Gazetted 25 January 2019)

Finance and Budget Group

Geoffrey Hodder: 848-64307

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 28942) (Gazetted 25 January 2019)

Finance and Budget Group

Midori Kobayashi: 853-42041

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 00753) (Gazetted 25 January 2019)

Access Canberra

Projects, Governance and Support

Policy, Research and Implementation

Natalie Maclean: 835-99230

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

Environment, Planning and Sustainable Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 38536) (Gazetted 31 January 2019)

Access Canberra

Customer Coordination

Land Titles

Sean Quinn: 846-84445

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

To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Chief Minister, Treasury and Economic Development, Canberra (PN. 42540) (Gazetted 14 December 2018)

Access Canberra

Licensing and Registration

Transport Licensing

Jessica Riesen: 848-78397

From: Administrative Services Officer Class 3 \$60,039 - \$64,616
Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$74,081 - \$78,415
Chief Minister, Treasury and Economic Development, Canberra (PN. 32048) (Gazetted 5 February 2019)

Shared Services

Partnership Services

Service centre Service Desk

James Sembel: 835-84311

From: Information Technology Officer Class 1 \$64,616 - \$73,554
Partnership Services Group

To: Information Technology Officer Class 2 \$79,824 - \$91,356
Chief Minister, Treasury and Economic Development, Canberra (PN. 14348) (Gazetted 4 July 2018)

Access Canberra

Licensing and Registrations

Land Titles

Leanne Taunton: 817-50283

From: Administrative Services Officer Class 4 \$66,656 - \$72,175
Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$74,081 - \$78,415
Chief Minister, Treasury and Economic Development, Canberra (PN. 36782) (Gazetted 18 October 2018)

Community Services

Children, Youth and Families

Child and Youth Protection

Amna Aftab: 848-63902

From: Health Professional Level 2 \$61,784 - \$84,816
Community Services

To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)
Community Services, Canberra (PN. 07375) (Gazetted 6 September 2018)

Housing ACT

Infrastructure and Contract5s

Asset Planning

Brooke Yates: 783-09534

From: Senior Officer Grade B \$118,319-\$133,197
Community Services

To: Senior Officer Grade A \$137,415
Community Services, Canberra (PN: 41815) (Gazetted 12/12/2018)

Education

**Business Services Division
Infrastructure and Capital Works
School Infrastructure Management
Philip Busic: 754-17484**

From: Infrastructure Officer 3 \$100,694 - \$110,536
Education
To: †Infrastructure Officer 4 \$119,340 - \$135,587
Education, Canberra (PN. 42931) (Gazetted 23 November 2018)

**Service Design and Delivery
Student Engagement
Occupational Violence and Complex Case Management Team
Tamara Hore: 821-2715**

From: Administrative Services Officer Class 4 \$66,656 - \$72,175
Education
To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Education, Canberra (PN. 42848) (Gazetted 4 January 2019)

**Business Services Division
Infrastructure and Capital Works
School Infrastructure Management
Stuart Hunter: 835-38075**

From: Infrastructure Officer 3 \$100,694 - \$110,536
Education
To: †Infrastructure Officer 4 \$119,340 - \$135,587
Education, Canberra (PN. 42888) (Gazetted 23 November 2018)

Justice and Community Safety

**ACT Corrective Services
Community Corrections and Release Planning
Programs and Reintegration
Robyn Henderson: 853-51087**

From: Senior Officer (Technical) Grade C \$100,462 - \$108,140
Justice and Community Safety
To: †Senior Officer Grade B \$118,319 - \$133,197
Justice and Community Safety, Canberra (PN. 30868) (Gazetted 22 January 2019)

Transport Canberra and City Services

**City Places and Infrastructure
City Services
City Presentation/Place Management
Lisa Wrona: 783-09745**

From: General Service Officer Level 5/6 \$52,198 - \$57,445
Transport Canberra and City Services
To: Technical Officer Level 3 \$69,148 - \$78,145
Transport Canberra and City Services, Canberra (PN. 32092) (Gazetted 5 April 2018)

Canberra Health Services

John ACS: 771-91976

From: Health Professional Level 4 \$100,462 - \$108,140

Canberra Health Services

To: †Registered Nurse Level 3.1 \$101,175 - \$105,339

Canberra Health Services, Canberra (PN. 22810) (Gazetted 1 November 2018)

Clinical Services

Justin Joseph: 838-51416

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

Canberra Health Services

To: †Registered Nurse Level 3.1 \$101,175 - \$105,339

Canberra Health Services, Canberra (PN. 27384) (Gazetted 20 December 2018)

Clinical Services

Jeannine Lewis: 836-56434

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 26299) (Gazetted 10 January 2019)

Canberra Hospital and Health Services

Julie Voutos: 821-08268

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

Canberra Health Services

To: †Registered Nurse Level 3.1 \$101,175 - \$105,339

Canberra Health Services, Canberra (PN. 41264) (Gazetted 10 January 2019)