



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 06 June 2019**

## VACANCIES

### ACT Executive

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

#### **ACT Executive**

##### **Deputy Chief Minister's Office**

##### **Chief of Staff**

**Senior Adviser Level 2 \$138,723 - \$145,746, Canberra (PN: 44866)**

Gazetted: 06 June 2019

Closing Date: 20 June 2019

Details: Ms Yvette Berry, Deputy Chief Minister, and Minister for Education and Early Childhood Development, Housing and Suburban Development, Prevention of Domestic and Family Violence, Sport and Recreation and Women, is seeking to appoint a Chief of Staff with the leadership and management acumen coupled with the skills and experience to provide high level policy and strategic political advice across a challenging and diverse set of portfolios. Key responsibilities of the role include: Develop, maintain and oversee implementation of the strategic direction of the Deputy Chief Minister's portfolio and political responsibilities. Coordinate and supervise the activities of the Deputy Chief Minister's staff to ensure portfolio, political and constituency responsibilities are met. Undertake high-level liaison on the Deputy Chief Minister's behalf with other Ministers, other Members of the Legislative Assembly (MLAs), Senior Government Executives, non-government and Party representatives. Provide timely advice to the Deputy Chief Minister on high level, sensitive and complex issues. Develop briefings and other papers on relevant political and policy matters as required. Manage budget and resource allocations in the Deputy Chief Minister's office. Provide overall coordination of the office, policy development and communications processes.

Note: The successful candidate will be engaged under a Legislative Assembly Members' Staff contract, and other terms and conditions of employment are governed by the ACT Legislative Assembly Members' Staff Enterprise Agreement 2018 – 2021. It is not an ACT Public Service position. The role is for the term of the Government and is a Senior Adviser Level 2 position with a salary of \$138,723 – \$145,746 plus 7% allowance and superannuation. Further information can be obtained by contacting the Contract Officer.

How to Apply: Applications addressing the position requirements, including a Curriculum Vitae and contact details of two referees. Applications should be sent to the Contact Officer by COB 19 June 2019.

Contact Officer: Yersheena ODonoghue (02) 6207 4655 [yersheena.odonoghue@act.gov.au](mailto:yersheena.odonoghue@act.gov.au)

### Canberra Institute of Technology

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

#### **Corporate Services**

##### **Student Information Management Systems**

##### **Business/Functional Analyst**

**Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 34231)**

Gazetted: 06 June 2019

Closing Date: 13 June 2019

Details: There is an opportunity for a suitably experienced Business/Functional Analyst in the Student Management Systems Team at the Canberra Institute of Technology (CIT). In this role, you will be required to identify and analyse issues arising with the functionality and use of CIT's Student Information Management System (the Banner System), liaise with stakeholders to design and document specifications for solutions and implement testing procedures. You will also be required to design and produce standard and ad-hoc reports to internal and external clients using Structured Query Language (SQL) tools such as SQL developer and the Argos reporting tool. You will have a strong client service focus and the ability to implement change management processes related to the Banner system, including preparation and implementation of system upgrades and development of Banner documentation. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Experience with Student Information Management Systems such as Banner and the Argos reporting tool will be highly regarded.

Note: This is a temporary position available asap until 07 February 2020 with the possibility of extension up to less than 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only

How to Apply: Please address Selection Criteria along with a current Curriculum Vitae.

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

Contact Officer: Dulip Seneviratne (02) 6207 5601 [dulip.seneviratne@cit.edu.au](mailto:dulip.seneviratne@cit.edu.au)

## **Education and Training Services**

### **Trade Skills**

#### **Electrical Trades**

##### **Teacher - Electrical Trades**

##### **Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 51403, several)**

Gazetted: 12 June 2019

Closing Date: 19 June 2019

Details: Canberra Institute of Technology (CIT) is seeking full-time Teachers within the Trade Skills Electrical Trades Department at its Fyshwick Campus. 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 person/s will need a strong background in the Electrical Trades (Electrical, PV solar, Refrigeration, Air Conditioning or Electronics) industry, hold relevant licences, qualifications and hold the Certificate IV in Training and Assessment. Knowledge of the Electrical Trades Licencing regulations and requirements, along with a high level of computer literacy is desirable. Dual areas of Electrical Trades qualifications would be an advantage. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as TAE40110 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 must hold a full Training and Assessment Certificate IV level qualification (such as TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor).

Industry Experience: All Teachers at Teacher Level 1 or 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. Appropriate Industry competencies demonstrated by the following

qualifications: Certificate III in Electro Technology - Electrical, Electronic or equivalent Certificate III in Refrigeration and Air Conditioning (or equivalent) Possess or able to obtain: ARctick - Refrigerant handling licence Full or restricted (Disconnect or Re-connect) electrical licence. Dual Qualifications would be an advantage.

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

Note: There are six positions being advertised. Three are permanent positions and three are temporary position with the possibility of extension and/or permanency. 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: All applicants are required to provide a written response to the Selection Criteria and provide a current resume.

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

Contact Officer: Kathryn Druce (02) 6207 4345 [kathryn.druce@cit.edu.au](mailto:kathryn.druce@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.

## **Education and Training Services**

### **Trade Skills**

#### **Auto Metals and Logistics**

#### **Metal Fabrication and Automotive Trades Technical Officer**

#### **Technical Officer Level 2 \$61,688 - \$70,639, Canberra (PN: 54467)**

Gazetted: 12 June 2019

Closing Date: 28 June 2019

Details: The Automotive, Metals department is seeking interest in the Technical Officer position that will require you to manufacture, record and maintain all types of equipment and training resources in the Automotive and Metal Fabrication trade delivery areas. This position will also require use of computers and updating of our maintenance database and managing learning resources that will be transported to other sites. Maintain a safe working environment within the Metals and Automotive workshops and report on any potential Work Health Safety hazards. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Current drivers licence; Certificate III in Engineering Fabrication Trade Forklift Licence; experience in an educational or industrial establishment.

Note: This is a temporary position available ASAP to 28 February 2020.

How to Apply: All applicants are required to provide a written response to the Selection Criteria and provide a current resume.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steven McMahan (02) 6207 3818 [steven.mcmahan@cit.edu.au](mailto:steven.mcmahan@cit.edu.au)

## **Chief Minister, Treasury and Economic Development**

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

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

### **Workplace Safety and Industrial Relations**

#### **Regulatory Policy**

#### **Policy Officer**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 44193)**

Gazetted: 06 June 2019

Closing Date: 20 June 2019

Details: The Regulatory Policy Branch is seeking an enthusiastic and experienced policy officer to assist in delivering the ACT Government priorities in ensuring the Territory's key workplace legislative frameworks are effective and operate to support and enhance the work health and safety of Territory workers. As a Policy Officer in the Branch you will be working as part of a small, dynamic team under limited direction to provide high quality policy advice and briefing materials for the ACT Government on workers' compensation, workplace safety, dangerous goods and industrial relations, including policy development and implementation and managing projects as required. We are seeking to recruit a highly motivated, flexible and proactive individual who is willing to contribute to and be part of a high performing team. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of

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

Eligibility/Other Requirements: Legal qualifications are highly desirable.

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

How to Apply: Please provide a written response to the Selection Criteria, and a current Curriculum Vitae.

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

Contact Officer: Leanne MacLaughlan (02) 6207 1505 [leanne.maclaughlan@act.gov.au](mailto:leanne.maclaughlan@act.gov.au)

## **Shared Services ICT**

### **Strategic Business**

#### **Executive**

#### **Executive Assistant**

#### **Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 24711)**

Gazetted: 06 June 2019

Closing Date: 24 June 2019

Details: Are you a proactive individual, administrative professional and a team player? Then we have a job for you!

We are looking for an enthusiastic and motivated individual to join the Shared Services ICT (SSICT) Executive Office team as Executive Assistant to the Executive Branch Manager, Strategic Business. 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.

What you will do: The Executive Assistant will provide support to the Executive Branch Manager, Strategic Business 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 to develop and maintain productive working relationships. Your excellent administrative skills, ability to manage competing priorities while remaining calm in a high-pressure environment will enable you to excel in this position. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please review the attached Position Description and apply by submitting the following documents: Your current resume and 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.

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

Contact Officer: Ashlee Hall (02) 6207 5624 [ashlee.hall@act.gov.au](mailto:ashlee.hall@act.gov.au)

## **Access Canberra**

### **Regulatory Solutions and Compliance**

#### **Parking Operations**

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

#### **Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 33446, several)**

Gazetted: 12 June 2019

Closing Date: 26 June 2019

Details: Are your Insta pics viral worthy? Do you have a passion for taking photos of illegally parked cars? Do you like working outdoors and you're the first to raise your hand for captain duties? If your answer is yes, you may be the person we are looking for. Access Canberra Parking Operations is seeking dynamic and dedicated people with

exceptional people skills to fill the role of Team Leader. The successful applicants will have an understanding of or experience in a range of parking operations functions and systems including a working knowledge of the regulatory and legislative requirements for the area. The Team Leader will be given conflicting priorities and deadlines as well as being responsible for the supervision and training of staff. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Valid driver's licence required. 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 review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than one page, responding to the two statements below, contact details of at least two referees and current curriculum vitae. The one page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. 1) Detail your greatest achievements in the last five years and how they relate to this position and its duties. 2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

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

Contact Officer: Cassandra Keppell (02) 6205 9876 [kassandra.keppell@act.gov.au](mailto:kassandra.keppell@act.gov.au)

## **Commercial Services and Infrastructure**

### **Property and Venues**

#### **National Arboretum Canberra**

##### **Business Manager**

##### **Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 42990)**

Gazetted: 07 June 2019

Closing Date: 14 June 2019

Details: The National Arboretum Canberra is seeking a highly motivated, organised, flexible and energetic Business Manager who has the capacity to adapt quickly to a new work environment. The successful applicant will be required to: Prepare high quality responses in relation to briefings, cabinet submissions, Question Time Brief, Questions on Notice, speeches, correspondence and written reports as required. Manage and coordinate Whole of Government and Directorate requests for the National Arboretum Canberra. Assist in the implementation of new initiatives, including capital works projects; and support policy priorities of the National Arboretum Canberra and coordinate the financial management operations of the Branch and work with the Director and Senior Management in the development of budget strategies. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Mandatory requirements for this role include: 1) Degree in Management or Business Administration; 2) Current drivers licence; and 3) Experience in using TRIM and Oracle.

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

How to Apply: Please provide a resume and responses to Selection Criteria

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

Contact Officer: Scott Saddler (02) 6205 4056 [scott.saddler@act.gov.au](mailto:scott.saddler@act.gov.au)

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

## **Shared Services**

### **Finance and Payroll Services**

#### **Finance Reporting**

##### **Director – Financial Reporting**

##### **Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 11120, several)**

Gazetted: 06 June 2019

Closing Date: 13 June 2019

Details: Applications are being sought from suitably experienced and qualified people to work as a Director in the Finance Services Reporting Team in Shared Services Finance. This role is responsible for financial reporting and operational management of a team tasked with the provision of financial accounting services to ACT Government Directorates and Agencies. Duties include leadership of a finance team which is responsible for the preparation of financial statements and taxation management, including preparation of monthly Business Activity Statement and annual Fringe Benefit Tax returns. The successful candidates will lead a team that may include several Directorates and Agencies and report to the Financial Controller. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A degree with a major in Accounting or equivalent is highly desirable, as is membership of a professional Australian Accounting Body. Demonstrated leadership in financial accounting are essential, as is a commitment to improving financial processes. Also required are well-developed liaison, negotiation and representational skills.

Note: These are temporary positions available for 12 months with possibility of permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months.

How to Apply: Please submit a written application of no more than three pages, addressing the capabilities and demonstrating your capacity to perform the duties and responsibilities of the role. Also, please supply your current Curriculum Vitae and the names and contact details of two referees.

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

Contact Officer: Ahalya Shakespeare (02) 6205 5474 ahalya.shakespeare@act.gov.au

#### **Shared Services ICT**

#### **Customer Engagement Services**

#### **Service Management**

#### **Problem Manager**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 43865)**

Gazetted: 11 June 2019

Closing Date: 25 June 2019

Details: Are you a self-starter who accepts challenges and takes responsibility for delivering outcomes? Do you possess excellent verbal and written communication skills? Do you demonstrate sound management and organisational skills including the ability to effectively manage multiple tasks with varying priorities? Do you possess conceptual analytical skills to accurately assess data and information? Can you work independently or part of a team? If your answer is yes, then you may be the person that Shared Services is looking for. The Service Management team within Shared Services ICT Customer Engagement Services Branch is seeking a suitably qualified and energetic individual to perform the role of Problem Manager. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for up to 12 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 application, of no more than two pages, responding to the required professional skills and knowledge, and behavioural capabilities outlined in the position description, a current Curriculum Vitae, and contact details of at least two referees. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description but indicate your capacity to perform the duties and responsibilities at the specified classification.

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

Contact Officer: Leon Gerbich (02) 6207 4755 leon.gerbich@act.gov.au

#### **Shared Services ICT**

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

**Business Applications and Strategy**

**Assistant Director Data Services**

**Senior Information Technology Officer Grade C \$104,630 - \$112,626, Canberra (PN: 17327)**

Gazetted: 06 June 2019

Closing Date: 13 June 2019

Details: Business Applications and Strategy are looking for a dynamic Assistant Director of Data Services, to help deliver Data Domain Services to ACT Government Directorates. This will entail stakeholder coordination and communication before and after implementation of projects and services that include desktop and online applications and services. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Please provide a two-page pitch outlining your experience against the Professional, Technical, Knowledge and Behavioural capabilities of the role, including your most notable achievements and your current Resume, including contact details of at least two referees.

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

Contact Officer: Kieran Steele (02) 6205 2701 kieran.steele@act.gov.au

**Access Canberra**

**Construction and Utilities**

**Utilities Technical Regulation**

**Senior Engineer (Electrical)**

**Senior Professional Officer Grade C \$104,630 - \$112,626, Canberra (PN: 38139)**

Gazetted: 06 June 2019

Closing Date: 21 June 2019

Details: The Utilities Technical Regulation (UTR) team within Access Canberra supports the Technical Regulator through provision of advice on a broad range of issues related to the technical regulation of licensed and unlicensed utilities. This ensures that essential services such as electricity, gas and water are delivered to the ACT community in a safe and reliable way. In a dynamic and rapidly changing environment, particularly within the energy sector and with the delivery of light rail, UTR is currently engaged in a range of exciting regulatory and policy initiatives. A Senior Engineer is sought to work with the light rail, electricity distributors and renewable energy generators. In addition to relevant technical qualifications and experience, the successful candidate must have well developed communication skills and be able to work with a multi-disciplinary team to provide clear advice to the Technical Regulator, Minister and a range of stakeholders. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Electrical Engineering Degree, or demonstrably relevant Engineering degree with electrical expertise.

How to Apply: Applications addressing responses to Selection Criteria and Curriculum Vitae are sought from engineers with suitable experience to deliver complex regulatory outcomes. There will be an assessment task for candidates invited to interview. Applications should be sent to jobs@act.gov.au

Contact Officer: Simon Grice (02) 6205 3078 simon.grice@act.gov.au

**Revenue Management**

**Business Systems**

**Change and Communications Manager**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 42939)**

Gazetted: 06 June 2019

Closing Date: 20 June 2019

Details: Revenue Management is seeking a proactive and enthusiastic Change and Communications Manager to lead and work with a small to team to ensure change projects and initiatives are implemented seamlessly. Being part of a dynamic and fast paced team environment, the successful applicant will be highly motivated, comfortable working with a range of stakeholders in different teams and committed to contributing to and leading a high



performing team. They will be a self-starter, have excellent presentation and communication skills and demonstrated experience or qualifications in change and communications. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Applicants should provide a response to the capabilities listed under "What you Require" in the Position Description of no more than three pages and a copy of a current Curriculum Vitae.

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

Contact Officer: Steven Harrison (02) 6205 9393 [steven.harrison@act.gov.au](mailto:steven.harrison@act.gov.au)

### **Community Services**

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

#### **Corporate Services**

##### **People Management**

##### **Training Delivery**

##### **Training Coordinator**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 37671)**

Gazetted: 11 June 2019

Closing Date: 18 June 2019

Details: Community Services Directorate (CSD) Workforce Development require the services of a permanent part-time (two days per week) trainer to deliver face to face training in Responding to Child Abuse and Neglect to CSD staff, community partner organisations and members of the ACT community. The role will also involve the delivery of CSD face to face core learning programs from time to time. The successful applicant will have experience in delivering a variety of training programs and be able to demonstrate working knowledge and application of relevant legislation related to child abuse and neglect in the ACT.

Note: This position is part-time at 14:42 hours per week and the full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applications are to be made in writing addressing the Selection Criteria and include a current resume with the names of two current referees.

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

Contact Officer: Julie Whellum (02) 6207 6336 [julie.whellum@act.gov.au](mailto:julie.whellum@act.gov.au)

#### **Child, Youth and Families**

##### **Child and Youth Protection Services**

##### **Practice and Performance**

##### **CYRIS Business Support Officer**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 15201)**

Gazetted: 11 June 2019

Closing Date: 20 June 2019

Details: The CYRIS Business Support Officer role will provide support for the effective functioning of CYRIS, both from the system and business implementation perspectives following the initial Go Live. Specifically, the project officer will assist with Support Desk Assistance, the management of business process issues, ongoing training, system documentation, contract management and governance secretariat support. Initially the position will report to Senior Project Manager, CMS Project. The position will also be required to work closely with Shared Services ICT (SSICT).

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

Note: 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 applicants are asked to submit a written response to Selection Criteria and a current Curriculum Vitae.

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

Contact Officer: Jenny Pereira (02) 6207 8758 [jenny.pereira@act.gov.au](mailto:jenny.pereira@act.gov.au)

## **Housing ACT**

### **Infrastructure and Contracts**

#### **Asset Planning**

#### **Program Officer**

#### **Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 44222)**

Gazetted: 12 June 2019

Closing Date: 26 June 2019

Details: The Program Officer is responsible for managing the sale and acquisition of property to support the public housing growth and renewal program. It supports the Manager, Portfolio Management and Acquisitions, to implement the annual capital program and prepares reports and recommendations on purchases, auction sales, sales to tenants and shared equity applications. The position works closely with various teams throughout Housing ACT to ensure the sale and acquisition of property is meeting the needs of current and future tenants. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience in, or a willingness to acquire skills in property, building, real estate or contract management is highly desirable. A current driver's licence is essential.

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

How to Apply: Applicants are asked to include a Curriculum Vitae and responses to the Selection Criteria, please limit your response to each criterion to 350 words.

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

Contact Officer: Mitch Parker (02) 6207 2308 [mitch.parker@act.gov.au](mailto:mitch.parker@act.gov.au)

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

## **Office of the Director General**

### **Executive**

#### **Director-General**

#### **Executive Level 4.2 \$389,352 - \$406,964 depending on current superannuation arrangements, Canberra (PN: E911)**

Gazetted: 06 June 2019

Closing Date: 23 June 2019

Details: The ACT Public Service, which consists of eight Directorates, is responsible for a diverse range of state and municipal functions and delivers services to the people of the ACT and the surrounding region. The Community Services Directorate provides an integrated approach to developing policy and delivering human services that assists the entire population. A strong focus of the Directorate is assisting and supporting people who are the most vulnerable in the community, particularly those who are disadvantaged or experiencing a crisis. The Directorate also funds many community partners to help deliver services and programs to improve peoples' lives.

As Director-General, you will have overall responsibility for the governance, leadership and management of a large, diverse and complex Directorate. This will include the provision of reliable, timely and robust advice to Ministers and Cabinet, collaborative interactions with the Head of Service and other Directors-General, and the development of strong and enduring relationships with a wide range of government and non-government stakeholders. As a member of the ACT Public Service Strategic Board, you will also be expected to play a key part in the leadership of the Service and in the promotion of a culture that reflects an agreed set of service-wide values. You will also represent the portfolio in a range of public forums and in the media.

To be a strong contender for this important appointment, you will need to be an exceptional leader and manager with well-honed policy advisory skills and a proven record of developing and implementing successful strategic outcomes, preferably in a large and sensitive human or community services organisation. Your demonstrated capacity to drive change and your ability to deal with a wide range of stakeholders and broker decisions through collaboration and consensus, will be complemented by sound judgement, a strong achievement orientation and a personal style that engenders trust and respect. Relevant tertiary qualifications will be expected.

Remuneration: The position attracts a remuneration package ranging from \$389,352 to \$406,464 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$320,228. From 1 July 2019, the remuneration package will increase, ranging from \$410,504 to \$427,396 depending on current superannuation arrangements of the successful applicant, which includes a cash component of \$337,841 (see Remuneration Tribunal Determination 2 of 2019).

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

Contact Officer: Before applying, please obtain selection documentation by emailing [admin@ianhansen.com.au](mailto:admin@ianhansen.com.au). If further information is required, please call Ian Hansen on 0408 306769.

Applications close on 23 June 2019.

## **Corporate Services**

### **People Management**

#### **Safety and Wellbeing**

##### **Senior Safety and Wellbeing Advisor**

##### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 16725)**

Gazetted: 12 June 2019

Closing Date: 26 June 2019

Details: We are looking for a high performing Senior Officer Grade C to join our Safety and Wellbeing Team. The Safety and Wellbeing Team are a small, multi-disciplinary team that provides support and high-level policy and legislative advice to the Directorate's diverse business units. This role ensures the Directorate applies and interprets relevant legislation, whole of government policies, strategies and guidelines. This role is also responsible for the Directorate's compliance with Work Health and Safety (WHS) obligations, continuous improvement, hazard and risk identification and represents the Directorate at numerous internal and external forums. The ideal candidate for this position will have a high-level understanding of work health and safety and workers' compensation compliance and frameworks with a focus of best achieving and maintaining practice regulatory approaches. The successful candidate would be required to model behaviours consistent with the ACT Government's Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with the Directorate's Work Health and Safety system. Model behaviours consistent with the ACT Government's Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with the Directorate's Work Health and Safety system. 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: This is a temporary position available for six 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 pitch of up to two pages which demonstrates your suitability and experience for the position, contact details for at least two referees and a current Curriculum Vitae.

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

Contact Officer: Kim Flett (02) 6207 5613 [kim.flett@act.gov.au](mailto:kim.flett@act.gov.au)

## **Education**

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

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

**Business Services**

**People and Performance**

**HR Business Partners**

**HR Business Partner - People Cases**

**Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 04414)**

Gazetted: 11 June 2019

Closing Date: 25 June 2019

Details: Do you have great attention to detail, awesome writing skills and experience providing advice on employment and conduct matters? The People and Performance team are seeking a proactive and self-motivated HR professional to join our friendly and supportive People Cases team to provide effective case management of conduct matters.

Eligibility/Other Requirements: Tertiary qualifications in Human Resources highly desirable and professional memberships relevant to HR would be an advantage.

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

How to Apply: Applicants are required to provide a maximum one page pitch outlining their skills, experience and suitability based on the requirements of the role as set out in the Position Description. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au) along with an Application Coversheet, and a Curriculum Vitae.

Contact Officer: Megan Moriarty (02) 6205 8271 [megan.moriarty@act.gov.au](mailto:megan.moriarty@act.gov.au)

**School Performance and Improvement**

**Belconnen Network**

**Miles Franklin Primary School**

**PE Teacher**

**Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 06498)**

Gazetted: 11 June 2019

Closing Date: 25 June 2019

Details: Miles Franklin Primary School is seeking an enthusiastic and outstanding Physical Education teacher to join us as we continue our journey in supporting children to become active, lifelong learners who love to inquire, have a strong sense of international-mindedness and agency, and exhibit the attributes of the International Baccalaureate (IB) Learner Profile. The successful applicant will teach Physical Education and Health (with an emphasis on physical education) across the 21 classes from Kindergarten to Year Six and be part of a specialist team which also comprises a specialist Visual Arts Teacher and French Teacher. There are collaborative responsibilities for all staff across the school: Ensuring the standards, practices and philosophy of the IB are upheld; improving literacy and numeracy outcomes for children; improving social and emotional learning outcomes for children.

Eligibility/Other Requirements: Experience and/or a commitment to working in an IB school as well as experience and/or qualifications relating to the role of PE teaching will be looked upon favourably. Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

How to Apply: Applicants are asked to supply a two page statement of claims based on the Australian Professional Standards for teachers, Curriculum Vitae and an Application Coversheet.

Contact Officer: Chris Jones (02) 6142 2770 [chris.jones@ed.act.edu.au](mailto:chris.jones@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**

**Ngunnawal Primary School**

**Kindergarten Classroom Teacher**

**Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 37090)**

Gazetted: 07 June 2019

Closing Date: 21 June 2019

Details: Ngunnawal Primary School is a P-6 school in the Gungahlin area with an enrolment of approximately 700 students. Ngunnawal is currently seeking a highly motivated teacher to join our Kindergarten team to fill a full-time position. We pride ourselves on providing a quality mentoring program for new educators to the school. The successful applicant will have a solid understanding of how to support the academic, social and emotional development of students with a range of needs 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. Applicants will demonstrate an ability to effectively plan and work collaboratively with colleagues as well as show commitment to Professional Learning Communities. Applicants of all experience levels who meet the criteria are encouraged to apply.

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

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 criteria and Australian Professional Standards for Teachers; an Application Coversheet including the contact details of at least two referees; current Curriculum Vitae approximately two pages in length. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Rebecca Turner (02) 6142 1503 [rebecca.turner@ed.act.edu.au](mailto:rebecca.turner@ed.act.edu.au)

### **School Performance and Improvement**

#### **Tuggeranong Network**

#### **Isabella Plains Early Childhood School**

#### **Learning Support Assistant**

#### **School Assistant 2/3 \$46,929 - \$57,225, Canberra (PN: 38932)**

Gazetted: 07 June 2019

Closing Date: 21 June 2019

Details: Isabella Plains Early Childhood School is a Birth to eight school located in Tuggeranong. We are seeking a dynamic and responsive educator with demonstrated experience working alongside children to support them to meet their individual learning goals. The successful applicant will demonstrate an ability to establish learning environments that support independent and collaborative inquiry learning. This position is full time, working across our kindergarten to year 2 classes. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Desirable: First Aid Certificate or a willingness to undertake appropriate training; willingness to undertake HAAS program training in relation to health care procedures/tasks; Certificate III or equivalent e.g. Disability, Early Childhood Education and Care, Education Support, School Support Services. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: This is a temporary position available for the remainder of 2019 with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants should apply by completing the Application Coversheet, your resume and response to the Selection Criteria. All applications should be emailed to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Trish Coughlan (02) 6142 3781 [trish.coughlan@ed.act.edu.au](mailto:trish.coughlan@ed.act.edu.au)

### **School Performance and Improvement**

#### **Tuggeranong Network**

#### **Caroline Chisholm School**

#### **Principal**

**School Leader A \$150,276 - \$180,443, Canberra (PN: 12084)**

Gazetted: 11 June 2019

Closing Date: 25 June 2019

Details: Caroline Chisholm School is seeking a dynamic person to lead our school where every student knows they matter and strives for success. This role encompasses leading an inclusive school with high cultural integrity, and moulding capable, resilient and active young people through a dynamic approach to learning. The new Principal must establish success for the future by providing equity and access for every student, embracing diversity and enhancing outcomes. As a leader of the school's Executive team you will collaboratively develop and lead the implementation of the strategic and annual action plans. The successful applicant will use a distributive model to build the capabilities and effectiveness of the leadership and teaching teams; strategically manage the human, financial and physical resources of the school.

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

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

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

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

Contact Officer: Sue Norton (02) 6205 9629 [sue.norton@act.gov.au](mailto:sue.norton@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**

**South and Weston Network**

**Charles Weston School**

**Principal**

**School Leader A \$150,276 - \$180,443, Canberra (PN: 35731)**

Gazetted: 11 June 2019

Closing Date: 25 June 2019

Details: The Education Directorate is seeking an influential and dynamic educational leader for Charles Weston P-6 School. The school is in the growing area of the Molonglo Valley, opened for the beginning of the 2016 school year and caters for students from the suburbs of Coombs, Wright and Denman Prospect. The focus for the Principal will be on the creation of capable, resilient and active school citizens who are embraced by a learning culture that places the students at the centre of the work, develops, supports and empowers the learning professionals to develop a strong sense of community, belonging, inclusion and equity for all. In the positive, contemporary learning environment of Charles Weston the leader will have a strong focus on and ability to deliver the goals of the Future of Education Strategy and the ACT ED Strategic Plan 2018-2021. You will be joining a collaborative network of principals who are committed to equity, diversity, inclusion and ongoing school improvement. As a collaborative, innovative and inclusive environment you will have a strong focus on community, building positive relationships and the delivery of educational services to empower each child to learn for life.

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

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

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

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

Contact Officer: Julie Cooper (02) 6205 3313 [julie.cooper@act.gov.au](mailto:julie.cooper@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**

**South and Weston Network**

**Telopea Park School**

**Deputy Principal Primary**

**School Leader B \$136,828, Canberra (PN: 04035, expected)**

Gazetted: 12 June 2019

Closing Date: 24 June 2019

Details: Telopea Park School is a K-10 binational school. There are currently 1432 students and 145 members of staff. The secondary sector is an International Baccalaureate World School utilising the Middle Years Program. The school is seeking a dynamic School Leader B to lead the bilingual primary school, kindergarten to year 6, including the delivery of two National Curricula.

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

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

Contact Officer: Kerrie Blain (02) 6142 3350 [kerrie.blain@ed.act.edu.au](mailto:kerrie.blain@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**

**Erindale College**

**Business and Facilities Manager**

**Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 19133)**

Gazetted: 06 June 2019

Closing Date: 13 June 2019

Details: A career opportunity exists for a Business and Facilities Manager at Erindale Education and Recreation Complex. Erindale College together with the Active Leisure Centre, Erindale Theatre and the Erindale Library, make up the Erindale Education and Recreation Complex (EERC). The role of the Business and Facilities Manager includes the following: administration of the college to ensure that Teachers and School Leaders dedicate their time and professional practice to improving student achievement; supervise an extensive team with extensive responsibilities for business and facilities management in the EERC; member of the senior executive team. The Business and Facilities Manager will manage the business aspects of a dynamic educational environment with high level responsibility for human resources, finance, risk and Directorate compliance management. High level knowledge and skills in management, and systems design and implementation is essential, along with communication skills to ensure outstanding service delivery. Business and Facilities Manager is required to work in partnership with the principal to ensure the needs of the school community are met and system requirements are fulfilled. You will engage as a member of the executive team. Further duties include developing policies and procedures relating to facilities management, and preparation of budgets, expenditure reviews, and financial returns. The Business and Facilities Manager has responsibility for supervising and developing administrative and education support officers.

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

Note: This is a temporary position available from 8 July 2019 to 27 September 2019 with the possibility of permanency.

How to Apply: Applicants are required to provide a resume, Application Coversheet and a statement addressing the Selection Criteria to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Jessie Atkins (02) 6142 2977 [jessie.atkins@ed.act.edu.au](mailto:jessie.atkins@ed.act.edu.au)

**School Performance and Achievement**

**North Gungahlin Network**

**Lyneham High School**

**Executive Teacher - Technology / VET / STEM / Year 7 Team**

**School Leader C \$117,515, Canberra (PN: 03736)**

Gazetted: 07 June 2019

Closing Date: 21 June 2019

Details: Lyneham High School is a 7-10 school of 1100 students and 112 staff members. The school is seeking a dynamic School Leader C – Technology/VET/STEM/Year 7 Team. The successful applicant will lead and manage the Technology Faculty; lead the strategic expansion of school-based vocational options for students; lead the design and implementation of a STEM program and undertake a key leadership role in the Student Services Team.

Eligibility/other requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Mandatory: Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). A current registration issued through Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the capabilities outlined in the Position Description (maximum two pages) and Application Coversheet with three referees. Please see the Position Description for further information.

Applications should be sent to [jobs@act.gov.au](mailto:jobs@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.

Contact Officer: Julie Collins (02) 6142 1176 [julie.collins@ed.act.edu.au](mailto:julie.collins@ed.act.edu.au)

**School Performance and Achievement**

**North Gungahlin Network**

**Lyneham High School**

**Executive Teacher - Student Administration, Assessment and Reporting**

**School Leader C \$117,515, Canberra (PN: 12632)**

Gazetted: 07 June 2019

Closing Date: 21 June 2019

Details: Lyneham High School is a 7-10 school of 1100 students and 112 staff members. The school is seeking a dynamic School Leader C – Student Administration, Reporting and Assessment with the key role of providing high level leadership in the analysis of data to support strategic decision making for the implementation of the school plan. The successful applicant will provide leadership to the Executive Team and school staff to support school programs and initiatives.

Eligibility/other requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Mandatory: Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). A current registration issued through Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the capabilities outlined in the Position Description (maximum two pages) and Application Coversheet with three referees. Please see the Position Description for further information.

Applications should be sent to [jobs@act.gov.au](mailto:jobs@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.

Contact Officer: Julie Collins (02) 6142 1176 [julie.collins@ed.act.edu.au](mailto:julie.collins@ed.act.edu.au)

**School Performance and Improvement**

**Tuggeranong Network**

**Theodore Primary School**

**Family and Community Engagement Officer**

**Health Professional Level 4 \$104,630 - \$112,626, Canberra (PN: 44275)**



Gazetted: 06 June 2019

Closing Date: 20 June 2019

Details: Theodore Primary School is seeking a positive person to work collaboratively with our school team to support students and their families experiencing difficulty in engaging with school. The successful applicant will have an understanding and commitment to working within a whole school Positive Behaviour for learning approach.

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

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

How to Apply: All applicants are to provide a Curriculum Vitae, Application Coversheet and response to the Selection Criteria and Duty Statement provided in the application package with reference to the job description.

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

Contact Officer: Debbie Martens (02) 6142 3100 [debbie.martens@ed.act.edu.au](mailto:debbie.martens@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.

## **Business Services**

### **People and Performance**

#### **HR Business Partners**

##### **Assistant Director HR Business Partners – People Cases (Injury Management)**

##### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 17145)**

Gazetted: 06 June 2019

Closing Date: 20 June 2019

Details: Do you have exceptional problem solving skills, are you empathetic and have a great drive to facilitate injured and ill employees return to work? The People and Performance team are seeking a proactive and self-motivated Human Resources (HR) professional with demonstrated experience in injury management to join our friendly and supportive People Cases team to provide advice and strategic direction with regards to injured and ill employees.

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

How to Apply: Applicants are required to provide a maximum one page pitch outlining their skills, experience and suitability based on the requirements of the role as set out in the position description. This should be submitted with a current Curriculum Vitae and Application Coversheet to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Megan Moriarty (02) 6205 8271 [megan.moriarty@act.gov.au](mailto:megan.moriarty@act.gov.au)

## **Environment, Planning and Sustainable Development**

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

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

### **Environment**

#### **Conservation Research**

##### **Fauna Ecologist**

##### **Professional Officer Class 2 \$83,135 - \$95,146, Canberra (PN: 37745)**

Gazetted: 06 June 2019

Closing Date: 24 June 2019

Details: Would you like to work in a dynamic science team in the Environment Division of ACT Government? We are looking for a committed and enthusiastic Ecologist to coordinate programs and partner with the community to conserve and enhance the biodiversity of the ACT. Your primary role will be to assist in the coordination of research and monitoring relating to the management of threatening processes (with a focus on kangaroos), and to contribute to the conservation and enhancement of the ACT's native fauna and its habitat. The successful applicant will undertake robust research and analysis, provide clear, concise and practical advice and assisting in

the delivery of pragmatic evidence-based conservation programs. The role will be largely office-based but will also involve undertaking ecological fieldwork in remote locations and under adverse weather conditions.

Eligibility/Other Requirements: Hold a current manual driver's licence; willingness and ability to obtain a Senior First Aid Certificate; willingness and ability to obtain an ACT Business Firearms Licence and after training, to use firearms if required for wildlife research purposes; willingness and ability to work closely with living and dead animals, animal droppings, preserved specimens, and plants, and to perform microscope work; willingness and ability to work in remote locations, in adverse weather conditions and independently in the field. Other eligibility criteria are outlined in the Position Description.

Note: This is a temporary position available from the 1 July 2019 until 20 June 2020 with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Contact Officer: Melissa Snape (02) 6205 0001 [Melissa.Snape@act.gov.au](mailto:Melissa.Snape@act.gov.au)

## **Environment**

### **Nature Conservation Policy**

#### **ACT Natural Resource Management**

##### **Regional Agricultural Landcare Facilitator**

##### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 17228)**

Gazetted: 06 June 2019

Closing Date: 21 June 2019

Details: ACT Natural Resource Management (ACT NRM) is recruiting to fill the position of ACT Regional Agricultural Landcare Facilitator. A primary focus of the position will be supporting farmers, industry and community groups to adopt new and innovative sustainable agriculture practices on private land in the ACT. Establishing and building networks and partnerships with these key groups is integral to the role. These connections assist in the delivery of on ground sustainable agricultural outcomes. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A current driver's licence.

Note: This is a temporary position funded under National Landcare Program 2 and the successful applicant will be employed until June 2023. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Expressions of Interest are sought from potential candidates and should include your written response to Selection Criteria, a current Curriculum Vitae, Application Coversheet and contact details of at least two referees. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Anna Van Dugteren (02) 6205 2914 [anna.vandugteren@act.gov.au](mailto:anna.vandugteren@act.gov.au)

## **Environment**

### **Parks and Conservation Service**

#### **Parks, Reserves and Rural Land**

##### **Senior Visitor Services Officer**

##### **Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 44315)**

Gazetted: 12 June 2019

Closing Date: 26 June 2019

Details: We are looking for motivated and passionate people to provide frontline visitor service functions and administrative support to Tidbinbilla Nature Reserve and Namadgi National Park but predominantly based at Tidbinbilla. Duties include managing a small team responsible for the day to day operation of the Visitor Centre, providing information about recreation and tourism activities, retail sales, food and coffee preparation and administrative, communication and finance tasks related to the operations of the centre. The successful occupant

will require excellent communication skills, problem solving capability and the ability to maintain a strong customer focus.

Eligibility/Other Requirements: Candidates that speak a second language, especially Asian languages is desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: We are seeking applications from suitably experienced people who are interested in full-time temporary or permanent employment. A merit pool will be created for short-term temporary, long-term up to five years and permanent vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Written applications are sought from potential candidates and should include a supporting statement of no more than two (2) pages addressing the Selection Criteria, a current Curriculum Vitae and an Application Coversheet. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Heather Gow-Carey (02) 6205 2641 [heather.gow-carey@act.gov.au](mailto:heather.gow-carey@act.gov.au)

## **Environment**

### **Parks and Conservation Service**

#### **Fire, Forests and Roads**

##### **Senior Field Officer**

##### **General Service Officer Level 7 \$61,688 - \$65,144, Canberra (PN: 09855, several)**

Gazetted: 06 June 2019

Closing Date: 26 June 2019

Details: This is an exciting opportunity for people who are keen to play a vital role in providing bushfire protection to the ACT by joining the ACT Parks and Conservation Service (PCS) as a member of our seasonal fire crews. These highly sought after positions offer a rare chance to work across the PCS Estate, from the back fences between the suburbs and our Nature Parks through to the wilderness areas in Namadgi National Park. PCS is a Branch within the Environment Division that is responsible for the sustainable management of approximately 70% of the ACT including our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. The Parks and Conservation Service implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. The Fire, Forests and Roads Section of the Parks and Conservation Service has a number of temporary and seasonal vacancies for appropriately skilled people looking to be part of a team implementing bushfire management programs across the ACT. This will include fuel management activities, fire trail and infrastructure construction and maintenance, fire tower operations and fuel hazard assessments as well as undertaking bushfire standby and suppression as required. Full training will be provided to the right applicants. The Bushfire Seasonal Fire Fighter programme was introduced by the ACT Government in response to recommendations from the McLeod Inquiry into the 2003 Canberra Bushfires. The seasonal fire crews perform a critical role in the ACT Government's ability to effectively implement bushfire mitigation strategies as well as whole of government bushfire suppression capabilities. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background to apply. Eligibility/Other Requirements: Applicants must hold a registration under the *Working with Vulnerable People (Background Checking) Act 2011*. Bushfire crew member qualifications or higher, and willingness and ability to carry out frontline firefighting duties and support roles. Be currently able and prepared to undertake and maintain the arduous level of the national firefighting task based assessment (fire fitness). Possess a current manual driver's licence.

Note: These are temporary positions available from September 2019 for up to three years with the possibility of extension. Subject to approval by the Fair Work Commission, PCS expects to be able to offer contracts up to three years under new clauses in the ACT Public Sector Infrastructure Services Enterprise Agreement 2018-2021. Under the anticipated agreement, seasonal employees employed may be employed for a three year period on a temporary basis under which they work for certain periods during consecutive seasons (the "active employment periods"). 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. An information night will be held at Stromlo Depot at 500 Cotter Road on Wednesday 19 June 2019, please RSVP to

Chris Troth via email on [Christopher.troth@act.gov.au](mailto:Christopher.troth@act.gov.au) for further information and to register your attendance. To be considered for this position, your application should include a supporting statement demonstrating that you meet the selection criteria and any eligibility requirements specified in the position description. Applicants should note that our seasonal field crews work in a variety of environments and terrains and the roles are strenuous and physically demanding requiring lifting, carrying, pushing and pulling loads, bending, climbing, and driving a variety of vehicles, often in remote locations. All applicants shortlisted for interview will be required to successfully complete the nationally recognised arduous task based fitness assessment as part of the selection process, and annually thereafter. Any employment offers will be subject to applicants passing a pre-employment medical and a police check. Applicants must be prepared to work a shift roster, weekends, public holidays or evening shifts at any site on an "as needs" basis and be prepared to wear a uniform. In addition, applicants may be required to work from helicopters.

How to apply: Please email to [jobs@act.gov.au](mailto:jobs@act.gov.au): an Application Coversheet, a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details. Late applications will not be accepted.

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

## **Environment**

### **Executive Branch Manager, Parks and Conservation Service**

**Executive Level 1.4 \$238,013 - \$248,167 depending on current superannuation arrangements, Canberra (PN: E610)**

Gazetted: 12 June 2019

Closing Date: 26 June 2019

Details: Do you have a passion for our natural and cultural environment? Do you like sharing your knowledge and skills to help others to experience all the joy and wonder that Australia's natural environment has to offer? Would you like to show off your skills in the Australian Capital Territory? Then we have an opportunity for you!

As the Executive Branch Manager of the ACT Parks and Conservation Service you are responsible for supporting the aspirations of Traditional Custodians of the land which is encompassed by the nature park and their aspirations to care for Country. You will also oversight the management of the Territory's national park, nature reserves and softwood plantations; as well as the development and delivery of an annual bushfire fuel operations plan. You will need to show that you can lead the evolution and development of exceptional experiences that help connect people with natural environment within the nature park.

The ACT Parks and Conservation Service is made up of a diverse range of land management professionals, with a focus on partnering with the community to deliver innovative and exciting programs. Your skills in people management and program delivery will need to be excellent but you will be supported by a strong senior management team which oversight the direction and delivery of government priorities.

The role will also expose you to a range of innovative projects, all of which have established and developing links with traditional owners, community, industry and the scientific community.

As a senior executive within the Directorate it's important to us that you are able to show leadership and executive management skills, when you're with us this includes the ability to support the culture and direction of the Directorate.

Remuneration: The position attracts a remuneration package ranging from \$238,013 to \$248,167 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$184,627. From 1 July 2019, the remuneration package will increase, ranging from \$251,027 to \$260,803 depending on current superannuation arrangements of the successful applicant, which includes a cash component of \$195,520 (see Remuneration Tribunal Determination 2 of 2019).

Contract: We are seeking a collaborative and energetic individual to lead the Parks and Conservation Service. We are looking for someone to step in and lead the team on a short-term engagement until 16 November 2020.

How to Apply: If you have read this far you must be keen, so have a read of the Executive Capabilities then send in a pitch of no more than 500 words about why you think you're the best person for the job. Make sure that you also provide a couple of referees' reports (if you want one can be from someone who's worked for you) and a current Curriculum Vitae.

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

**Business, Governance and Capability**

**People and Capability**

**People Services**

**Human Resource Officer**

**Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 31389)**

Gazetted: 07 June 2019

Closing Date: 16 June 2019

Details: An opportunity exists for a highly motivated and results driven individual to join Environment, Planning and Sustainable Development People and Capability team. The People and Capability Branch supports the Directorate, the Suburban Land Agency and City Renewal Authority (the Portfolio) through a broad range of strategic Human Resource (HR) management functions that create, foster and grow a culture of high performance, excellence and integrity within the Portfolio. We are responsible for functions and services relating to: Culture and employee engagement; HR policy and guidance; learning and development; workplace health, safety and wellbeing; diversity and inclusion; workforce planning and recruitment; performance support; and workplace, industrial and employee relations. The People Services section manages, in partnership with ACT Shared Services, the delivery of a range of human resources programs focusing on highly responsive and consistent levels of service to both our internal and external customers. This role requires a team member who has excellent communication and organisational skills, highly developed interpersonal skills and an ability to manage competing priorities in a fast paced and multi-tasked environment.

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

How to Apply: Please demonstrate, in no more than two pages, how you address the Selection Criteria and why you are a good fit for the role. Please include the Application Coversheet and your current Curriculum Vitae, listing two referees and their contact details.

Applications should be sent to the Contact Officer.

Contact Officer: Myfanwy Greenwood (02) 6205 8496 [myfanwy.greenwood@act.gov.au](mailto:myfanwy.greenwood@act.gov.au)

**Justice and Community Safety**

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

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

**ACT Emergency Services Agency**

**ACT Rural Fire Service**

**Operations**

**Senior Operations Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 04599)**

Gazetted: 07 June 2019

Closing Date: 1 March 2019

Details: The ACT Rural Fire Service (ACTRFS) is seeking applications from motivated people for the position of Senior Operations Officer. Key responsibilities are to assist in managing and coordinating a range of activities associated with the operational requirements of the ACTRFS. The successful applicant is required to coordinate and administer the provision of operational services to ACTRFS members in conjunction with key stakeholders. Manage the performance of human, financial and physical resources for effective fire preparations, education and incident operations conducted by the ACTRFS. Contribute to the ACT Emergency Services Agency (ESA), ACTRFS annual and incident reporting. Assist in developing and maintaining professional working partnerships and relationships with all stakeholders, clients and ACTRFS members. Assist with the delivery of actions outlined in the Strategic Bushfire Management Plan (SBMP)

Eligibility/Other Requirements: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804); willingness and ability to achieve qualification as, a minimum, ACTRFS Bush Firefighter; undertake other training as

required to help support your role within the ACTRFS; demonstrated ability to engage with and/or coordinate support to and from other agencies; current driver's licence, with Medium Rigid (MR) driver's licence or ability to gain the licence is desirable; wear appropriate ESA issued uniform Current or ability to obtain; demonstrated decision making under the pressure of a dynamic work environment; drive 4WD (off road) operational vehicles and travel in light and rotary operational winged aircraft if required; participate in the ACTRFS Duty Officer 'on call' roster as required Conduct field work (non-office) with minimal supervision. The occupant may be required to undertake the ACTRFS Fitness assessment and pass at the appropriate level.

Note: The occupant of this position may be required to undertake significant parts of the duties outside normal business hours and on weekends.

How to Apply: All applications, including Application Coversheet, your written response to Selection Criteria and resume must be submitted to Shared Services.

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

Contact Officer: Rohan Scott (02) 6205 0544 [rohan.scotttrfs@act.gov.au](mailto:rohan.scotttrfs@act.gov.au)

## **Emergency Services**

### **ACT Ambulance Service**

#### **Ambulance Operations**

##### **Operations Manager**

##### **Ambulance Manager Level 2 \$124,057 - \$130,659, Canberra (PN: 43692, several, expected)**

Gazetted: 12 June 2019

Closing Date: 12 July 2019

Details: The ACT Ambulance Service (ACTAS) is seeking applications from suitably qualified individuals with demonstrated high performance in managing operational aspects of ambulance service delivery. ACTAS is looking to permanently appoint to an expected vacancy as well as filling a temporary vacancy. As an Operations Manager you will form an integral part of the ACTAS management team, to be successful you will need to demonstrate strong leadership skills and an ability to implement organisational change and command resources. 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: To be considered you will require the following qualifications: Current Class C driver's licence; current AHPRA Paramedic Registration; current Authority to Practice at Ambulance Paramedic level or above with a minimum of three years' experience with the ability to deploy into operations as a member of a response crew; and Command and Control Qualifications (AIIMS or similar).

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

How to Apply: Your application must be submitted via the website prior to the advertised closing date and include: a two (2) page A4 statement addressing the capabilities for this position (outlined in the application pack); a brief employment history/resume; a scanned copy of your AHPRA registration or application receipt; a scanned copy of your Command and Control Qualification (AIIMS or Similar); driver's licence point's demerit transcript; a copy of both sides of your current drivers licence; completed Statutory Declaration; and signed medical consent form.

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

Contact Officer: Matt Smith (02) 6207 8127 [matt.smith@act.gov.au](mailto:matt.smith@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.

## **Corrective Services**

### **Community Corrections and Release Planning**

#### **Probation and Parole**

##### **Manager, Support Services**

##### **Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 44003)**

Gazetted: 11 June 2019

Closing Date: 25 June 2019

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Manager, Support Services. The successful applicant will assist in the implementation of projects and initiatives, including but not limited to ACT Drug and Alcohol Court, the review of



the Community Service Work Unit as well as contributing to updating of policies and procedures. The role will also work towards ensure quality case management is provided to offenders being supervised in the community. The position will support the development and delivery of Community Corrections and Release Planning medium to long term strategic and operational plan. To be successful, you will possess strong leadership and management skills and exceptional communication and interpersonal 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: Relevant tertiary qualifications and/or equivalent correctional experience are desirable. Eligible applicants may be required to undertake psychological aptitude testing as part of the assessment process. Demonstrated experience and/or capability to work with detainees and offenders on a daily basis is essential. A current unencumbered driver's licence is required. Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to -

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

How to Apply: Applicants are required to submit four items: 1) statement of claims against specified Selection Criteria; 2) a current resume; 3) the names and contact details of two referees (one should be a current Supervisor/Manager); and 4) a copy of your current driver's licence. Please ensure you submit all four items. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Tamara Graham (02) 6207 5935 [tamara.graham@act.gov.au](mailto:tamara.graham@act.gov.au)

## **ACT Human Rights Commission**

### **Public Advocate and Children and Young People Commissioner**

#### **Senior Advocate**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 01727)**

Gazetted: 12 June 2019

Closing Date: 26 June 2019

Details: The Public Advocate and Children and Young People Commissioner (PACYPC) is seeking an experienced, motivated and passionate person to join our business unit as a Senior Advocate at the Senior Officer Grade C level. Together with the Public Advocate and Deputy Public Advocate, the Senior Advocate provides leadership for the PACYPC's advocacy, oversight and engagement responsibilities in respect of children, young people and adults with disability (notably those who have contact with mental health and/or forensic mental health services) in the ACT. The position has a systemic focus, and is underpinned by a commitment to ensuring that the supports, services and systems that exist to ensure the wellbeing of clients do so in a way that is appropriately cognisant of their rights, including the right of clients to make their own decisions and/or have their views considered in decision-making about their own lives. 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.

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

Note: If you are a person with a disability and would like assistance to apply for this position, please contact the position Contact Officer.

How to Apply: See the attached Position Description for further information about the role. Interested applicants should submit a 'pitch' of no more than two (2) pages, together with your Curriculum Vitae and the contact details of at least two referees. Instead of specifically addressing Selection Criteria, the two-page 'pitch' should indicate how your knowledge, experience and qualifications meet the capabilities of the role.

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

Contact Officer: Patricia Mackey (02) 6205 2222 [patricia.mackey@act.gov.au](mailto:patricia.mackey@act.gov.au)

## Transport Canberra and City Services

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

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

### **City Services**

#### **Birrigai Outdoor School**

#### **Customer Service Officer**

#### **Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 00917)**

Gazetted: 07 June 2019

Closing Date: 21 June 2019

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building and managing our roads, footpaths and cycle paths, building light rail, delivering and operating an integrated public transport network, and maintaining many of Canberra's lakes and ponds. A number of the ACT Government's commercial operations are run by TCCS, including ACT NoWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority. TCCS employs close to 2000 staff working in locations across the ACT. A vacancy exists for a highly motivated Customer Services Officer at Birrigai Outdoor School. The position includes providing administrative support to the Business and Administration Manager and the Birrigai Principal, while also managing site bookings, and customer enquiries to ensure the smooth operation of Birrigai from an administration perspective. The position acts as a liaison point between clients and catering services to ensure that the kitchen team receives information in a timely manner and also supports the teaching team as the radio base station operator during programs.

How to Apply: Applicants are asked to provide a resume and address Selection Criteria.

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

Contact Officer: Peter Kent (02) 6205 2006 [peter.kent@ed.act.edu.au](mailto:peter.kent@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.

### **Roads Infrastructure Division**

#### **City Presentation**

#### **Place Management**

#### **City Place Team Member**

#### **General Service Officer Level 3/4 \$49,040 - \$53,553, Canberra (PN: 42280, several)**

Gazetted: 11 June 2019

Closing Date: 25 June 2019

Details: Place Management is a branch within the Transport Canberra and City Service Directorate (TCCS) and is responsible for planning and management of parks and the public domain, including lakes, street trees and public open space and city places. It maintains the look of the city and its environs and is responsible for domestic animal services, city rangers and the protection of trees on public and private land. The City Place Team members will be responsible for the day to day delivery and implementation of the Canberra and City Place Management Business Plan through the associated works programs. Through a collaborative approach between City Renewal Agency (CRA) and TCCS the City Place Team is designed to achieve four main people focused outcomes; aesthetic enrichment experience, increased sense of safety and security, enhanced positive sense of place and local economy support. The City Place Team will lead on ground operations for urban renewal with the intention of providing higher maintenance standards to correlate with the existing TCCS baseline services within the CRA precinct. 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: Workplace Health and Safety Induction (White Card) or willingness to obtain; Temporary Traffic Management (TTM) qualification or willingness to obtain; Light Rigid (LR-class) or higher preferred; basic reading and writing skills and the ability to read and interpret Standard Operating Procedures (SOPS), TTM plans, safety information and depot noticeboards.



Note: This is a temporary position available for an immediate start for a period of six months with the possibility of extension up to less than 12 months and/or permanency. The positions will be based at the Allara Street – City depot. 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 your resume and a one page response to the Selection Criteria.

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

Contact Officer: Shannon Walker (02) 6207 7138 [shannon.walker@act.gov.au](mailto:shannon.walker@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**

#### **Infrastructure Planning**

##### **Assist Director Services Planning**

##### **Infrastructure Officer 4 \$124,291 - \$141,212, Canberra (PN: 36779, expected vacancy)**

Gazetted: 07 June 2019

Closing Date: 21 June 2019

Details: Infrastructure Planning (IP) is responsible for supporting the operational areas of City Places and Infrastructure (City Presentation and Roads ACT) in the planning and management of our open space and public municipal infrastructure assets. Key responsibilities for IP include asset and data management, services planning, contract management, project management, forward works planning, technical design review and providing Executives with support, advice, guidance and direction on all assets associated with City Presentation and Roads ACT. This position is the single point of internal and external contact for recurrent service and operational initiative programmes across City Presentation and Roads ACT. The position is responsible for the development of recurrent services and operational initiatives, coordination of new and existing recurrent services and reflecting place based community priorities. This position provides general support to Executives on matters including budget and finance and provides technical advice to government, the directorate and external agencies. The position works closely and collaboratively with other managers and team members within Infrastructure Planning and the City Presentation and Roads ACT operational areas to achieve an integrated and coordinated approach to place-based outcomes. 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 qualification and substantial experience in asset and service planning systems and processes (or other qualifications and experience deemed equivalent); competent in the Microsoft Office Suite; knowledge or experience with Geographic Information Systems desirable; citizen or Permanent Resident of Australia; and Current Australian driver's licence is essential.

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

How to Apply: Please provide your written application addressing the Selection Criteria, updated resume.

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

Contact Officer: Rebecca Finnigan (02) 6207 7013 [rebecca.finnigan@act.gov.au](mailto:rebecca.finnigan@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](mailto:jobs@act.gov.au)**

### **Clinical Services**

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

## **Adult Community Mental Health Services**

### **Nurse Practitioner**

#### **Registered Nurse Level 4.2 \$127,567, Canberra (PN: 41719)**

Gazetted: 13 June 2019

Closing Date: 24 June 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.

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 Speciality 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

This is an exciting new position based within the Belconnen Community Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS).

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) 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 responsivity 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 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 collaboratively as a member of the multidisciplinary team and work under broad direction to provide assessment and intervention for people living in the community with mental health presentations. Nursing staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery and Care Plan.

The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that you will contribute your expertise to the multidisciplinary team by working with the team leader on leading the team. This will include providing clinical leadership and supervision to less experienced staff including Registered Nurse Level 3, Level 2, Level 1 and students.

Eligibility/Other Requirements:

Mandatory:

Registered as a Nurse with the Nursing and Midwifery Board of Australia with no conditions or undertaking relating to unsatisfactory professional performance or unprofessional conduct.

Endorsed as a nurse practitioner with the Nursing and Midwifery Board of Australia (NMBA).

Successful completion of an NMBA approved program of study leading to endorsement as a nurse practitioner or a program that is substantially equivalent to an NMBA approved program of study leading to endorsement as a nurse practitioner as determined by the NMBA.

Current driver's licence.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment Police check.

Note:

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

Contact Officer: Zoe Pope (02) 5124 1705 zoe.pope@act.gov.au

**Clinical Services**

**Cancer and Ambulatory Communications**

**Cancer Nursing**

**Nurse Practitioner**

**Nurse Practitioner \$127,567, Canberra (PN: 19584)**

Gazetted: 13 June 2019

Closing Date: 24 June 2019

Details: About us:

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

Canberra Health Services 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 ACT Health'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 ACT Health 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.

Overview of the work area and position:

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the operational management of the ACT's Walk in Centres and administration support to Ambulatory and Community Health centres across ACT Health.

The palliative care service at Canberra Hospital is an integrated multidisciplinary team of doctors, nurses and allied health professionals providing care through a consultation liaison model for complex palliative management advice throughout the Canberra Hospital inpatient areas for people with a range of illnesses and diseases, including, but not limited to, oncology, cardiac, chronic respiratory disease and dialysis patients. The palliative care service also provides outpatient consultations in the clinic setting by referral.

The palliative care service, Nurse Practitioner (NP) will work across the inpatient and outpatient setting, working collaboratively with the multidisciplinary team. The NP will receive professional development and formal clinical supervision by the Palliative Care Specialist and there are opportunities to participate in research, teaching and service development.

The palliative care service is provided Monday to Friday, business hours.

Eligibility/Other Requirements:

**Mandatory:**

Applicants must hold or be eligible to hold registration with Australian Health Practitioner Regulation Agency (AHPRA) and have the notation of Nurse Practitioner attached to this registration.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Contact Officer: Melissa O'Brien 0412 501 716 melissa.o'brien@act.gov.au

## **Clinical Services**

### **University of Canberra Hospital**

#### **Rehabilitation Aged and Community Care**

#### **Clinical Nurse Consultant/Manager**

#### **Registered Nurse Level 3.2 \$119,122, Canberra (PN: 22402)**

Gazetted: 13 June 2019

Closing Date: 25 June 2019

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.

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

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 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 ACT Health 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 University of Canberra Hospital (UCH) opened in July, 2018. UCH is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community based rehabilitation services.

Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within CHS providing multidisciplinary rehabilitation, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston.

Eligibility/Other Requirements

**Mandatory:**

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

**Desirable:**

Post Graduate studies in Health Management or related field and/or

Post Graduate studies in Nursing

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

Undergo a pre-employment National Police check.

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

Note

This is a temporary position available for six months with possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Maria Harman 0466 634 639 maria.harman@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Clinical Forensic Medicine Services**

##### **Forensic Nurse Examiner**

##### **Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 16711, several)**

Gazetted: 13 June 2019

Closing Date: 26 June 2019

Canberra Health Services (CHS) is focused 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 of 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.

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).

A current driver's licence.

Must be able to meet the requirements to hold an AFP security clearance.

##### ***Desirable:***

Registered Nurse with a minimum five years post registration experience.

Experience in Emergency Nursing and/or, Mental Health, Women's Health, Sexual Health or Custodial Medicine highly desirable.

Holds or is working towards a post graduate qualification.

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

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

Undergo a pre-employment National Police Check.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).  
Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note

There is a part-time and full-time position available, these positions are temporary for a six month period with a possibility of extension and or permanency. The full-time salary noted above will be pro-rata. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Marg McManus (02) 5124 5164 margaret.mcmanus@act.gov.au

## **Clinical Services**

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

#### **Alcohol and Drug Program**

#### **Alcohol and Drug Status List Coordinator**

#### **Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 40345)**

Gazetted: 13 June 2019

Closing Date: 25 June 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 Alcohol and Drug Services is a part of the division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporates six areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

In collaboration with ACT Health Alcohol and Drug Program, Opioid Treatment Service and Community Pharmacist maintain an accurate status list of clients on the Opioid Treatment Service within the ACT in accordance with current policies and procedures.

Eligibility/Other Requirements:

Desirable

Current driver's licence.

Previous experience in an administration role

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note

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

Contact Officer: Jodie Kenny (02) 512 47967 jodie.kenny@act.gov.au

## **Clinical Services**

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

#### **Community Care Program**

#### **Podiatrist**

#### **Health Professional Level 2 \$64,347 - \$88,335, Canberra (PN: 33249)**

Gazetted: 13 June 2019

Closing Date: 24 June 2019

Details: About us

Canberra Health Services (CHS) is focused 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.

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

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

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of CHS's network of health facilities designed to meet the needs of our ageing and growing population.

RACS services work collaboratively with the individuals, his/her carers and other services within and external to CHS. CHS is a values-led Directorate.

Overview of the work area and position:

Community Care Podiatry services are offered from community health centres across the ACT. Scope of practice includes screening and evaluation of risk, general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management and health promotion. We pride ourselves on our continual drive for high quality patient care. In this role you will be part of a friendly and engaging interprofessional program. The podiatry team has strong peer support and supervision structures. Community Care Podiatry provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

Under indirect supervision of the Community Care Podiatry Manager, the Podiatrist is responsible for the provision of high-quality clinical assessments and interventions in the outpatient setting. This involves, promoting positive client outcomes through the provision of high-quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

Eligibility/Other Requirements:

Mandatory:

Degree in Podiatry, or recognised equivalent

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

Desirable:

Current unrestricted drivers licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

If practicing 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:

This is a temporary position available for 12 months. A merit pool will be created to fill similar temporary and permanent positions over the coming 12 months. Selection may be based on written application and referee reports only.

Contact Officer: Amanda McLean (02) 5124 1229 amanda.mclean@act.gov.au

## **Clinical Services**

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

**Adult Community Mental Health**

**Peer Recovery Worker**

**Allied Health Assistant 3 \$63,650 - \$66,775, Canberra (PN: 40419)**

Gazetted: 13 June 2019

Closing Date: 28 June 2019

Canberra Health Services (CHS) is focused 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.

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

Overview of the work area and position

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Dhulwa Mental Health Unit

Justice Health Services

Rehabilitation and Specialty Mental Health Services

The Assertive Community Outreach Service (ACOS) is a team within the ACMHS which provides intensive, flexible, holistic and individualised care with the goals of:

Reducing the need for and duration of hospitalisation due to mental illness

Reducing the symptoms of mental illness and associated risks

Improving functioning in the community, including the ability to maintain stable accommodation, improved relationships, to live independently and increase participation in vocational and educational opportunities

Reducing contact with the justice system

Supporting decision making capacity and increasing engagement in treatment and reducing the need for coercive measures such as involuntary treatment under the *Mental Health Act 2015*

Promoting recovery to the point that the person can move to a less intensive service.

As a Peer Recovery Worker you will be an integral member of the team and draw on your lived experience of mental health issues and recovery in a positive and enlightening way to help and support others who are commencing or progressing through their own journey of recovery. Peer Recovery Workers will work towards trying to inspire in others the hope and belief that recovery is possible.

In working collaboratively you may:

Facilitate peer-led groups based on a self-development program that focuses on individual strengths and values in aspiring towards personal goals and self-directed change;

Assist new consumers in their entry into the service and provide individual support to people focusing on their strengths to achieve identified goals;

Undertake assertive outreach to assist people with complex needs.

Operational supervision and support will be provided by the Manager of the service as well as by the multidisciplinary team of allied health and nursing professionals. Professional supervision will be provided by a



Senior Peer Worker. Professional development opportunities in Peer Work will be made available to the successful applicant.

As a Peer Recovery Worker, you will be part of a rapidly growing Peer Workforce throughout MHJHADS. We encourage all interested candidates to apply irrespective of your capacity to fulfil the advertised hours, as part-time and flexible working arrangements will be considered. Aboriginal and Torres Strait Islander peoples and people from diverse backgrounds are strongly encouraged to apply.

Eligibility/Other Requirements

*Mandatory:*

Direct personal lived experience of mental health issues and/or drug and alcohol issues, with:

A positive experience of recovery; and

A strategic ability and willingness to disclose personal experience of mental health/drug and alcohol and/or recovery in order to positively influence others.

Minimum of a Certificate IV, ideally in Mental Health Peer Work or in a community sector or health related field.

*Desirable:*

Experience, paid or voluntary, working in a mental health/drug and alcohol or related setting.

A current driver's licence.

A personal lived experience of a psychotic disorder or bipolar disorder.

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

Undergo a pre-employment National Police check,

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

Comply with CHS occupational screening requirements related to immunisation, and

Comply with CHS credentialing requirements for allied health staff.

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

## **Clinical Services**

**University of Canberra Hospital**

**Facilities Manager UCH**

**Customer Service Officer**

**Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 40234)**

Gazetted: 13 June 2019

Closing Date: 20 June 2019

Details: About us

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

Canberra 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 ACT Health 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.

Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration, and integrity.

A number of RACC services work collaboratively with patients, their carers and other services within and external to ACT Health.

Overview of the work area and position

The University of Canberra Hospital (UCH) – Specialist Centre for Rehabilitation, Recovery and Research, is a 140 bed sub-acute care facility providing rehabilitation, aged care and mental health services.

UCH operates under an integrated facility wide administration model delivering administration support to RACC and Mental Health services including reception, booking, scheduling, referral management, ward support and general office administration duties.

Under the direction of the RACC Office Manager, the Customer Service Officer is responsible for the provision of administrative support and customer service functions to support the effective and efficient delivery of UCH services.

Customer Service Officers report directly to the RACC Office Manager and to the respective Clinical Lead for any clinical matters. Customer Service Officers will be required to work in both the Inpatient and Ambulatory Services administration teams.

Customer Service Officers may be required to work rotating shifts including weekends, evenings and public holidays.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Note:

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

Customer Service Officers may be required to work rotating shifts including weekends, evenings and public holidays.

Contact Officer: Jessica Nuss (02) 5124 0216 [jessica.nuss@act.gov.au](mailto:jessica.nuss@act.gov.au)

## **Clinical Services**

### **Clinical Support Services**

#### **Nursing Administration**

#### **Enrolled Nurse, 2020 Transition to Practice Program**

#### **Enrolled Nurse Level 1 \$60,027 - \$64,133, Canberra (PN: 19194, several)**

Gazetted: 13 June 2019

Closing Date: 9 July 2019

Canberra Health Services (CHS) is a values lead service with a vision of “Creating exceptional health care together”. 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. Our vision and values were developed together by us, for us and are unique to our work.

CHS invites applications from Enrolled Nurse Graduates for the February, April and May 2020 Transition to Practice Program (TTPP).

CHS offers a 12 month, structured program that provides a supportive framework for enrolled nurses during their first year of clinical practice.

We are keen to receive applications from Nurses who are passionate about providing safe, quality, patient centred care and motivated by the organisational values of care, excellence, collaboration and integrity.

12 month contracts will be offered full-time or part-time to assist enrolled nurse graduates with transition into the workforce. This fantastic opportunity will provide participants with support and dynamic learning opportunities offered through the diversity of services available and structured professional development tailored for the graduate nurse. The 12 month program will incorporate at least two six month rotations through clinical areas or 12 months within a speciality.

Eligibility/other Requirements

Completed/will complete a Diploma in Nursing between December 2018 and December 2019.

Registered or eligible to register as an enrolled nurse with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement.

A Permanent Resident of Australia or an Australian Citizen, or people in Australia with a valid visa that allows them to work at the time of application. This includes New Zealand citizens.

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

Undergo a pre-employment National Police check.

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

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

Note

These are temporary positions available for 12 months. Short listed applicants will be invited to attend an interview/assessment centre on September 9 or 10, 2019. At this time all elements of the application process will be considered including performance at interview. Phone interviews will not be available; to be considered for a position you must attend the assessment centre in person. Employment decisions will be based on written application, referee reports, satisfactory academic history and interview. Suitable candidates not offered positions in the first round may be offered positions at a later date as required by Canberra Health Services.

Contact Officer: Maxine Jordan (02) 5124 3382 maxine.jordan@act.gov.au

## **Infrastructure Management and Maintenance**

### **Facilities Management**

#### **Health Infrastructure Service Recurrent**

##### **Call Centre Administration**

##### **Administrative Services Officer Class 2 \$55,189 - \$60,941, Canberra (PN: 44198)**

Gazetted: 13 June 2019

Closing Date: 25 June 2019

Details: About us

Canberra Health Services (CHS) is focused 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.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. At CHS we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

CHS is a smoke free environment, across all buildings, grounds and vehicles.

CHS offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee.

Infrastructure and Health Support Services is responsible for managing a large and diverse portfolio, services include:

Project delivery

Repairs and maintenance

Asset Management

Accommodation and leasing

Security

Fire safety and emergency response

Food services

Parking operations

Contract management

Logistic support services

Overview of the work area and position

Facilities Management (FM) is located at level 1, Building 1, the Canberra Hospital, Garran, Canberra. FM are responsible for facilities management services across all Canberra Health Services properties (Acute and Non-

Acute), buildings, plant and non-clinical equipment. These services include high quality and timely planned and reactive maintenance and technical trade skill repairs.

The Call Centre administration role will be responsible for receiving inbound calls in relation to customer services which includes work requests, enquiries, quote requests and problem solving. The call centre will manage all requests that come through to the Facilities Management office from the various stakeholders and triage accordingly.

Eligibility/Other Requirements

Desirable:

Demonstrated experience working within a Hospital and Healthcare environment.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: John Kilday (02) 5124 8033 john.kilday@act.gov.au

## **Clinical Services**

### **Rehabilitation, Aged and Community Care**

#### **Community Care Program**

##### **Assistant in Nursing**

##### **Assistant in Nursing \$50,916 - \$52,639, Canberra (PN: 31111)**

Gazetted: 13 June 2019

Closing Date: 24 June 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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services (CHS) providing multidisciplinary rehab, aged and community based care across a range of settings.

As part of a team and under the direct and indirect supervision of a Registered Nurse this position provides support and direct care for a person with specialised needs in the community environment. The successful applicant will be flexible, have organisational ability and time management skills, well developed communication and interpersonal skills, the ability to work independently and as a team player, and pay attention to detail.

Eligibility/Other Requirements:

Mandatory:

Certificate III in Health Services Assistance or recognised equivalent (eg working towards a Diploma in Nursing or Bachelor in Nursing) is essential

Desirable:

Recent experience in the care of ventilated patients is highly desirable

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

Undergo a pre-employment National Police check.

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

This position will require immunisation status papers (People and Culture)

Note:

This is a temporary position available for nine months. This vacancy is a full time working night duty. Some daytime shifts are also included to ensure that work skills for this role are adequately maintained. Experience gained in this role would benefit any successful applicant for when permanent vacancies in this specialised team occur.

Contact Officer: Leontine Muis (02) 5124 2900 leontine.a.muis@act.gov.au

## **Clinical Services**

### **Clinical and Diagnostic Services**

#### **Food Services, Patient Services Plating Attendant**

##### **Health Service Officer Level 3 \$50,392 - \$52,117, Canberra (PN: 25802)**

Gazetted: 13 June 2019

Closing Date: 21 June 2019

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

#### Overview of the Work Area and Position

The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of CHS north and south of Canberra. This role is for the Patient Services Plating Area.

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

Food Service is organised into the following functional areas:

Food Service Administration,

Operation Support Services - Food preparation and Food Production,

Patient Services – Meal Plating and Re-thermalisation, meal deliveries to patients, menu monitors,

Cafeteria – Food, meals and drinks for staff and guests,

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

External sites, Dhulwa and other Community Centres.

Eligibility/Other Requirements

#### *Mandatory:*

Food Industry recognized qualification

Current class C Driver's Licence

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

Undergo a pre-employment National Police check.

Note

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

Contact Officer: Elizabeth Suarez (02) 5124 3932 [elizabeth.suarez@act.gov.au](mailto:elizabeth.suarez@act.gov.au)

## **People and Culture**

### **Organisation Development and Education**

#### **Workforce Culture and Leadership**

##### **Assistant Director, Workforce Culture and Leadership**

**Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 16350)**

Gazetted: 13 June 2019

Closing Date: 27 June 2019

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

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

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

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

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

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

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.

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

Overview of the Work Area and Position

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

Workforce Culture and Leadership is a specialist team within People and Culture focussing on improving workplace culture; increasing staff engagement; staff health and wellbeing; elevating leadership/management skills; and supporting change management to support CHS staff to provide high quality patient care/experience.

All of our work is underpinned by a strong focus on CHS values of care, excellence, collaboration and integrity.

Examples of the type of work done by Workforce Culture and Leadership include:

Customised development and delivery of team development activities, including team charters and workshops to improve team functioning and performance.

Manage and coordinated the whole of organisation workplace culture survey.

Develop CHS culture strategy to address results of the workplace culture survey.

Provide individual support to managers and work units to address workplace culture survey results and improve workplace culture.

Develop and manage pulse surveys to track culture improvement and/or analyse existing culture.

Facilitate team/business planning sessions

Develop and deliver workshops in relation to whole of government organisational development initiatives, include the Respect, Equity and Diversity Framework and the ACTPS Performance Framework.

Use Psychometric tools and provide associated coaching, for example, LSI 360-degree feedback and Hermann Brain Dominance Instrument.

Eligibility/Other Requirements

*Mandatory:*

Current driver's licence.

*Desirable:*

Tertiary qualifications or equivalent in Organisational Development/Human Resources field and eligibility for membership of the appropriate professional organisation.

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

Undergo a pre-employment National Police check.

Contact Officer: Flavia D'Ambrosio (02) 5124 9585 [flavia.d'ambrosio@act.gov.au](mailto:flavia.d'ambrosio@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 \$105,372 - \$109,709, Canberra (PN: 24364)**

Gazetted: 13 June 2019

Closing Date: 24 June 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.

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in

partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

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

Overview of the work area and position

The nursing position is based in the Belconnen 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, and

Strong understanding of adult community mental health services.

Desirable:

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

Current driver's license.

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

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

Undergo a pre-employment Police check.

Note:

This is a temporary position available for 12 months with possibility of extension.

Contact Officer: Graham Twycross (02) 5124 1516 [graham.twycross@act.gov.au](mailto:graham.twycross@act.gov.au)

## **People and Culture**

### **People and Culture Executive**

#### **Industrial Relations Manager**

##### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 44248)**

Gazetted: 13 June 2019

Closing Date: 27 June 2019

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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.

#### **Overview of the Work Area and Position**

The People and Culture Branch is responsible for providing strategic leadership and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across Canberra Health Services.

Working closely with other Canberra Health Services Division's the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including change management, diversity and inclusion, learning and development, industrial and employee relations, pay and benefits, rewards and recruitment.

The Branch also plans, designs, communicates and monitors Canberra Health Services Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable Canberra Health Services to deliver on its strategic agenda. Quality expert advice and support is provided through the People Strategy and Services integrated teams.

Canberra Health Services People and Culture are looking for an enthusiastic and experienced Human Resources (HR) practitioner. The successful applicant will be responsible for providing advice and assistance to Managers and Executives about the employment framework and how to manage workplace issues primarily around preliminary assessment stage and underperformance process. Provide advice and assistance to Managers and Executives on general HR matters.

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

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

Undergo a pre-employment National Police check.

Contact Officer: Steven Linton (02) 5124 9599 [steven.linton@act.gov.au](mailto:steven.linton@act.gov.au)

## **Clinical Service**

### **Clinical Support Services**

#### **Nursing Administration**

##### **Registered Nurse, 2020 Transition to Practice Program**

##### **Registered Nurse Level 1 \$66,185 - \$88,410, Canberra (PN: 34134, several)**

Gazetted: 11 June 2019

Closing Date: 09 July 2019

Canberra Health Services is a values lead service with a vision of "Creating exceptional health care together". 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. Our vision and values were developed together by us, for us and are unique to our work.

Canberra Health Services invites applications from Graduate Registered Nurses for the 2020 Transition to Practice Program (TTPP).



Canberra Health Services (CHS) (formerly ACT Health) offers a 12 month, structured program that provides a supportive framework for registered nurses during their first year of clinical practice.

We are keen to receive applications from nurses who are passionate about providing safe, quality, patient centred care and motivated by the organisational values of care, excellence, collaboration and integrity.

12 month contracts will be offered full-time or part-time to assist Registered Nurse graduates with transition into the workforce. This fantastic opportunity will provide participants with support and dynamic learning opportunities offered through the diversity of services available and structured professional development tailored for the graduate nurse.

The 12 month program will incorporate at least two six month rotations through clinical areas or 12 months within a speciality.

Eligibility/other Requirements

Completed/will complete a Bachelor of Nursing Degree between December 2018 and June 2020.

Registered or eligible to register as a registered nurse with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement

A Permanent Resident of Australia or an Australian Citizen, or people in Australia with a valid visa that allows them to work at the time of application. This includes New Zealand citizens.

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

Note

These are temporary positions available for 12 months. This application process is for those applicants that would like to be considered for any of the expected 2020 Transition to Practice Program RN intakes (February, April, May and August). Short listing will take place from the submitted documentation. Short listed applicants will be invited to attend an interview on either 9 or 10 September, 2019. At this time elements of the application process will be considered including written response to selection criteria and performance at interview. Phone interviews will not be available; to be considered for a position you must attend the assessment centre in person. Employment decisions will be based on written application, referee reports, satisfactory academic history, and successful interview. Suitable candidates not offered positions in the first round may be offered positions at a later date as required by Canberra Health Services.

Contact Officer: Terri Conley (02) 5124 7957 [terri.conley@act.gov.au](mailto:terri.conley@act.gov.au)

## **Clinical Services**

### **Clinical Services**

#### **Imaging**

#### **Medical Imaging Administration Manager**

**Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 20957)**

Closing Date:

Gazetted: 11 June 2019

Closing Date: 25 June 2019

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Overview of the work area and position

The Medical Imaging Department is a Diagnostic Unit within the Canberra Hospital.

Our service is committed to providing state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

Under broad direction, you will play a key role in managing all aspects of the administration team to achieve superior business outcomes including developing and maintaining policies and procedures. You will be required to liaise with internal and external stakeholders.

Eligibility/Other Requirements

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Stephen Hamilton (02) 5124 2159 [stephen.hamilton@act.gov.au](mailto:stephen.hamilton@act.gov.au)

## **Clinical Services**

### **Medicine**

#### **Medical**

##### **Administration Officer**

##### **Administrative Services Officer Class 2 \$55,189 - \$60,941, Canberra (PN: 37798)**

Gazetted: 11 June 2019

Closing Date: 25 June 2019

Canberra Health Services (CHS) is focused 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.

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

Overview of the work area and position:

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

The Canberra Sexual Health Centre (CSHC) is a free service and Canberra's leading clinic for the testing and treatment of sexually transmissible infections. As a specialist clinic, it provides confidential and high quality professional and non-judgemental care, giving the community access to the latest information, advice and treatments.

Under general direction this position provides administrative support to the CSHC and staff, including development and documentation of processes, forms and databases and processing paperwork for enrolled patients, record keeping and booking patient appointments.

Eligibility/Other Requirements:

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

Undergo a pre-employment National Police Check.

Note: This position is part-time at 14:42 hours (three days) per week and the full-time salary noted above will be pro-rata.

Contact Officer: Andrew Barrow (02) 5124 2063 [andrew.j.barrow@act.gov.au](mailto:andrew.j.barrow@act.gov.au)

## **Office of CEO**

### **Office of the Chief Operating Officer**

#### **Office of Chief Executive**

##### **Executive Officer**

##### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 23879, several)**

Gazetted: 07 June 2019

Closing Date: 16 June 2019

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

Overview of the work area and position:

Executive Officers support and provide advice to clinical division Executive Directors as part of the Canberra Health Services executive support team. The main duties of these roles are coordination and preparation of government business including briefings and correspondence, internal minutes, cabinet submissions and assembly material, and divisional business and projects. The Executive Officer also works closely with their relevant Executive Director support the priorities of their division.

The Clinical Services divisions, led by the Chief Operating Officer, focus on CHS' strategic approach to delivering high quality acute, subacute, inpatient, outpatient and community-based health care, with an emphasis on safe, effective and efficient access to treatment.

The Clinical Services divisions include the Divisions of:

Medicine

Surgery

Critical Care

Women, Youth and Children

Rehabilitation, Aged and Community Services

Cancer and Ambulatory Services

Mental Health, Justice Health, Alcohol and Drug Service

Executive Officers report to the Business Manager to the Chief Operating Officer and work closely with the Executive Director and senior management team within their allocated division. There is also an indirect reporting relationship to the Executive Director of the relevant division that the Executive Officer reports to.

Eligibility/Other Requirements:

Desirable:

Relevant experience in a complex healthcare environment.

Tertiary qualifications will be considered an advantage.

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

Undergo a National Police Check.

Note: An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Katrina Rea (02) 5124 2169 [katrina.m.rea@act.gov.au](mailto:katrina.m.rea@act.gov.au)

## **Clinical Services**

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

#### **Women and Babies**

#### **Neonatology Clinical Support Nurse (CSN)**

**Registered Nurse Level 3.1 \$105,372 - \$109,709, Canberra (PN: 19896)**

Gazetted: 06 June 2019

Closing Date: 20 June 2019

Canberra Health Services (CHS) is focused 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 of 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.

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

Women, Youth and Children Division deliver a wide range of neonatal, obstetric and paediatric health services through the Centenary Hospital for Women and Children (CHWC) and community.

Overview of the work area and position:

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service and NICU Growth and Development Clinic. NICU and SCN have 29 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

Eligibility/Other Requirements:

Mandatory:

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

Highly Desirable:

Post graduate qualifications in Neonatal Nursing

*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 four months.

Contact Officer: Leanne Ehrlich (02) 5124 7569 [leanne.ehrlich@act.gov.au](mailto:leanne.ehrlich@act.gov.au)

## **Clinical Services**

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

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

##### **Clinical Manager, Mental Health Team**

##### **Health Professional Level 2 \$64,347 - \$88,335, Canberra (PN: 14224, expected vacancy)**

Gazetted: 12 June 2019

Closing Date: 26 June 2019

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.

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

#### Overview of the work area and position

The allied health position is based in the Woden Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). Allied health 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 role involves participating in a team to produce quality outcomes for the Canberra community, discussing planned care interventions in a multidisciplinary environment. This role will involve computer and phone work as well as face to face contact with persons from the community. There may be some driving involved in this role. This work will primarily be based in the Woden Community Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres.

The successful applicant will 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

*For Occupational Therapy:*

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

Eligibility for professional membership of Occupational Therapy Australia

*For Psychology:*

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

*For Social Work:*

Degree in Social Work

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

Registration under the *Working with Vulnerable People Act 2011*

*All:*

Minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service

Current driver's licence

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Mathew Hunstone (02) 5124 1190 mathew.hunstone@act.gov.au

#### **Psychiatry Adult Acute Mental Health Service**

**Career Medical Officer \$122,913 - \$148,507, Canberra (PN: 39831)**

Gazetted: 13 June 2019

Closing Date: 21 June 2019

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. Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks. Overview of the work area and position: 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 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 area Clinical Director – Mental Health, Justice Health and Alcohol and Drug 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 broad experience in General Psychiatry in both inpatient and community settings. 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.

Qualifications and experience: \*Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. \*Evidence of satisfactory participation in postgraduate general practice education.

Please note prior to commencement successful candidates will be required to: \*Undergo a pre-employment Police check. \*Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Note: This is a permanent part time position at 8 hours per week. Reimbursement of relocation costs is available if you are successful and move to Canberra. Medical Staff in the Health Directorate enjoy excellent conditions, and our Enterprise Agreement is available at [www.health.gov.au/employment](http://www.health.gov.au/employment) About our great city, Canberra, Australia's National Capital: Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only three hours away by road. For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

How to Apply: Applicants must apply online via the Health website here.

Contact Officer: Dr Denise Riordan, Chief Psychiatrist (02) 5124 1098

**Clinical Director Rehabilitation and Specialty Mental Health Services  
Senior Specialist \$222,205, Canberra (PN: 19391)**

Gazetted: 13 June 2019

Closing Date: 21 June 2019

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. Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks. The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital & Health Services / Canberra Health Services for clinical/ research matters. For more information in relation to conjoint positions with the ANU please contact Professor Imogen Mitchell, Dean, ANU Medical School (02) 6125 2622 dean.medicalschool@anu.edu.au.

About our great city, Canberra, Australia's National Capital: Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only three hours away by road. For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Overview of the work area and position: 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 Mental Health Services \* Adult Acute Mental Health Services \* Alcohol & Drug Services \* Child & Adolescent Mental Health Services (CAMHS) \* Adult Community Mental Health Services \* Justice Health Services \* Dhulwa Mental Health Unit. Under broad direction of the MHJHADS Director of Clinical Services, the Clinical Director of Rehabilitation and Speciality Mental Health Services (RSS) is responsible for the management and provision of clinical leadership and clinical duties for the RSS. In conjunction with the Director of Clinical Services, the Clinical Director of RSS is responsible for provision of high level clinical leadership to ensure that allocated resources are managed to meet all service delivery targets. Key responsibilities are to ensure medical engagement with the Division, and to efficiently manage medical staff recruitment, placement and leave arrangements. The Clinical Director works in collaboration with the Operational Directors for each RSS program area to ensure high quality outcomes for the people who use the program. Additionally, the Directors work in collaboration with other program areas to ensure high quality outcomes for the people who use services from the Division. It is expected that (approximately) 75% of the Clinical Director's time will be focused on their substantive clinical service delivery role and 25% will be allocated to the other duties.

Qualifications and experience:

Mandatory: \* 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 Psychiatrists or equivalent specialist qualifications including evidence of satisfactory participating on the RANZCP's Continuing Professional Development program.

Desirable: \* Advanced knowledge of the *Mental Health ACT 2015* and other related legislations. \* Current Drivers licence. Please note prior to commencement successful candidates will be required to: \* Undergo a pre-employment Police check. \* Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Note: This position is a permanent senior specialist position. The Clinical Director position is for a three-year tenure.

How to Apply: Applicants must apply online via the Health website here.

Contact Officer: Dr Denise Riordan, Chief Psychiatrist (02) 5124 1098

**Director of Prevocational Education and Training  
Staff Specialist Band 1-5 \$222,205 Canberra (PN: 38038)**

Gazetted: 13 June 2019

Closing Date: 21 June 2019

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. Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks. The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital & Health Services / Canberra Health Services for clinical/ research matters. For more information in relation to conjoint positions with the ANU please contact Professor Imogen Mitchell, Dean, ANU Medical School (02) 6125 2622 dean.medicalschool@anu.edu.au

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Overview of the work area and position: The Executive Director of Medical Services (EDMS) includes the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU) and Library Services, Medical Imaging, Pharmacy, Pathology and Health Care Technology Management (HCT). This position reports to the EDMS. This leadership position is responsible for setting the strategic direction of the prevocational education program for Junior Medical Officers (JMOs), providing support and advocacy for JMOs and developing stakeholder relationships.

Qualifications and experience: \*Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. \*Fellowship of a Specialist Medical College or equivalent specialist qualifications. \*Postgraduate qualifications in medical education with be highly regarded.

Please note prior to commencement successful candidates will be required to: \*be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). \*Undergo a pre-employment Police check.

Note: This is a temporary part time position at 20 hours per week.

How to Apply: Applicants must apply online via the Health website here.

Contact Officer: Dr Paul Dugdale, Executive Director Medical Services (02) 5124 3596



## **Allied Health**

### **Executive Director, Allied Health**

**Executive Level 1.4 \$238,013 - \$248,167 depending on current superannuation arrangements, Canberra (PN: E752)**

Gazetted: 07 June 2019

Closing Date: 21 June 2019

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

As the Executive Director, Allied Health in Canberra Health Services (CHS) you will be responsible for the provision of professional and strategic leadership for Allied Health professions within CHS and for collaborating. The position is responsible for assisting in the delivery of workforce reforms, and for strengthening and developing Allied Health Services through innovative models of care and service delivery.

The Executive Director, Allied Health will have a unique understanding of the responsibilities and accountabilities of the role and its context within CHS and be able to work collaboratively with the other Executive Directors, the Executive Director, Medical Services and the Executive Director, Nursing and Midwifery and Patient Support Services in CHS. The successful applicant will provide outstanding leadership, strategic approach, communicate professionally and work with flexibility, efficiency, and diplomacy.

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

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

Remuneration: The position attracts a remuneration package ranging from \$238,013 to \$248,167 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$184,627. From 1 July 2019, the remuneration package will increase, ranging from \$251,027 to \$260,803 depending on current superannuation arrangements of the successful applicant, which includes a cash component of \$195,520 (see Remuneration Tribunal Determination 2 of 2019).

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

How to Apply: To register please email your CV to Sarah Kennedy: [sarahkennedy@alexkaar.com.au](mailto:sarahkennedy@alexkaar.com.au) or for a confidential discussion please contact Sarah on (03) 8614 8200.

## **Office of the Chief Operating Officer**

### **Chief Operating Officer, Deputy Chief Executive Officer**

**Executive Level 3.3 \$354,042 - \$369,922 depending on current superannuation arrangements, Canberra (PN: E619)**

Gazetted: 07 June 2019

Closing Date: 21 June 2019

Details: Canberra Health Services is seeking a highly skilled professional to lead the operations of Canberra Health Services, ensuring it meets its obligations to deliver exceptional health care services to the ACT community.

The Chief Operating Officer (COO) is a critical leadership role with responsibility for ensuring efficient delivery of health services across CHS. The incumbent balances planning, direction, and coordination of day-to-day operations at the highest level of management while leading strategic development initiatives required for long-term success. The COO plays a pivotal role in championing an exciting transformational agenda that CHS is about to embark on which will bring exceptional and innovative health outcomes to its diverse and dispersed community and set new standards and models of healthcare in Australia.

The COO has the opportunity to drive this transformation and continue to increase performance through exemplary leadership, collaboration, innovation and harness the already high levels of staff and stakeholder engagement.

The successful candidate will be a Senior Executive who is eager to lead a motivated team to achieve exceptional

outcomes for patients, whilst delivering safe and cost effective services, using innovative solutions in collaboration with a range of service providers.

Applications are encouraged from Executives with previous experience in the health sector, strategic business management experience and the leadership, maturity and professional credibility to enable success in growing Canberra Health Services delivery of service and profile. Drive, energy, flexibility, authenticity and an engaging communication and influencing style are all important qualities being sought.

Remuneration: The position attracts a remuneration package ranging from \$354,042 to \$369,922 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$288,726. From 1 July 2019, the remuneration package will increase, ranging from \$374,074 to \$389,348 depending on current superannuation arrangements of the successful applicant, which includes a cash component of \$305,472 (see Remuneration Tribunal Determination 2 of 2019).

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

How to Apply: To register please email your CV to Sarah Kennedy of Alex Kaar Executive and Board Appointments: [sarahkennedy@alexkaar.com.au](mailto:sarahkennedy@alexkaar.com.au) or for a confidential discussion please contact Sarah on (03) 8614 8200.

## **ACT Health**

**Selection documentation for the following positions may be downloaded from**

**<http://www.health.act.gov.au/employment>.**

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

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

#### **Public Health Protection and Regulation**

##### **Health Protection Service**

##### **Director, Communicable Disease Control**

##### **Senior Officer Grade A \$143,116, Canberra (PN: 29621)**

Gazetted: 13 June 2019

Closing Date: 21 June 2019

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

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives.

Managing demand for and supply of health services across the territory.

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy.

Preventing, and providing a timely response to, potential public health incidents.

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers,

Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups,

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities,

Monitoring and enforcement of public health regulations, and

Providing public health advice.

The ACT Health 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.

Overview of the work area and position

Public Health, Protection and Regulation (PHPR)

The Public Health, Protection and Regulation Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and fulfils a range of statutory responsibilities and delegations under various public health legislation. The Division is responsible for development of population health strategic initiatives in ACT in the key areas of protection, prevention, and Territory-wide interventions. The Division is also responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report.

Health Protection Service (HPS)

The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services.

The Communicable Disease Control Section (CDC) of HPS is a multidisciplinary section including nurses, epidemiologists, public health professionals, medical laboratory scientists and administrative officers. CDC is responsible for a range of functions aimed at minimising the harm caused by the spread of communicable diseases in our community. CDC has three units: the Disease Surveillance Unit; the Immunisation Unit and the Infection Control Unit.

The Director CDC position is responsible for:

Management of the CDC Section, including management of staff and financial resources associated with the delivery of CDC functions

Overseeing the implementation of CDC regulatory functions, including the development of standard operating procedures, guidelines and codes of practice

Responding to media and briefing requests on CDC issues

Representing CDC on the HPS Executive team meetings and liaising with other HPS units and other agencies on CDC matters

Providing high level advice on CDC, immunisation and infection control issues to the Executive Director Health Protection Service and the Chief Health Officer

Assisting with the management of responses to communicable disease outbreaks.

Representing the ACT on relevant committees

Eligibility/Other Requirements

*Desirable:*

Tertiary qualifications in Public Health or a related discipline.

Relevant qualifications or extensive experience in the management and implementation of public health programs including communicable disease surveillance, infection control and immunisation.

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

Undergo a pre-employment National Police check.

Note

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

Contact Officer: Irene Passaris (02) 5124 9255 irene.passaris@act.gov.au

## **Office of the Director General**

### **Executive Officer**

**Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 40726)**

Gazetted: 13 June 2019

Closing Date: 26 June 2019

Details: The Office of the Director General within the ACT Health Directorate is seeking a highly skilled Executive Officer to join our team. The successful applicant will have highly developed research and analytical skills, with a demonstrated ability to be solutions focused. You will also have highly developed interpersonal and negotiation skills with a demonstrated ability to establish and maintain strong and effective working relationships. Experience in working within a Senior Executive Office within Government would also be highly desirable. The ACT Public

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

Eligibility/Other Requirements: Prior to commencement, successful candidates will be required to undergo a pre-employment National Police Check. Desirable: Knowledge of government objectives and organisational strategy and structure, and an understanding of how Directorates, divisions and business units integrate and the interdependencies between them.

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

How to Apply: To complete your application, you must prepare responses to the Selection Criteria and upload this as part of your application along with a current Curriculum Vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Dal Molin (02) 5124 9401 [vanessa.dalmolin@act.gov.au](mailto:vanessa.dalmolin@act.gov.au)

## **Health Systems Policy and Research**

### **Health Systems Policy and Research Executive**

#### **Executive**

#### **Executive Support Officer**

#### **Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 42851)**

Gazetted: 13 June 2019

Closing Date: 26 June 2019

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

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives.

Managing demand for and supply of health services across the territory.

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy.

Preventing, and providing a timely response to, potential public health incidents.

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers,

Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups,

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities,

Monitoring and enforcement of public health regulations, and

Providing public health advice.

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

Overview of the work area and position

The Health Systems, Policy and Research Group is responsible for all strategic health policy, program and quality strategy functions within the ACT Health Directorate. The Group leads the population health, protection and prevention functions to improve health outcomes for the ACT community. The Group has a significant focus on health and medical research, professional leadership and education to support the delivery of research-led, evidence based, high quality health care for the ACT.

The Deputy Director-General, Health Systems, Policy and Research oversees and manages the functions within the Group. The Deputy Director-General is supported by a Senior Manager, Business Manager, Executive Officer and Personal Assistant. As the Executive Support Officer, you will work closely with the Business Manager and Executive Officer to manage the day to day operations and workflow of the office. The main duties of the role will include management of the shared Outlook inbox, allocating and tracking tasks assigned to Divisions. It is expected

that you will use your initiative to ensure that issues with meeting critical timeframes are escalated appropriately where required. To be successful, you will have highly developed written and oral communication skills, strong organisational skills and the flexibility to work within a high paced office environment.

Eligibility/Other Requirements

*Desirable:*

Previous experience in utilising Hewlett Packard Records Manager (HPRM) – formerly TRIM.

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

Undergo a pre-employment National Police check.

Contact Officer: Geraldine Grayland (02) 5124 9710 geraldine.grayland@act.gov.au

## **Corporate Services**

### **Commissioning and Performance**

#### **Business Intelligence Corporate**

##### **Assistant Director, Costing**

##### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 34196)**

Gazetted: 13 June 2019

Closing Date: 25 June 2019

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

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives.

Managing demand for and supply of health services across the territory.

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy.

Preventing, and providing a timely response to, potential public health incidents.

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers,

Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups,

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities,

Monitoring and enforcement of public health regulations, and

Providing public health advice.

The ACT Health 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.

Overview of the work area and position

The Corporate Services Group performs a critical enabling function for the long term success and sustainability of the ACT Health Directorate and the ACT health system. This Group is responsible for financial planning, budgeting and reporting; commissioning and evaluating the performance of public health services; strategic human resource management; digital solutions; strategic infrastructure and procurement; service demand planning and modelling; data management and activity-based performance; governance and risk management.

The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to performance reporting and technology capabilities across the ACT public health system. The Digital Solutions Division is responsible for:

The implementation and support of the Digital Health Strategy

Management of technology services and projects

The development and implementation of a performance reporting framework

Statutory and intergovernmental reporting requirements

Management of the relationship and services delivery by technology vendors including Shared Services ICT

Development, implementation and maintenance of technology policies and procedures  
Information management and information security.

Eligibility/Other Requirements

*Desirable:*

Qualifications in Finance, Information Management, and/or Data reporting, with a focus on (but not necessarily experience in) health data systems.

Experience in working with SQL or Power BI.

Hold a Certified Data Management Professional (CDMP) certification

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

Undergo a pre-employment National Police check.

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

## **Corporate Services**

### **Commissioning and Performance**

#### **Performance Reporting and Data Administration**

##### **Data and Costing Officer**

##### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 34177, several)**

Gazetted: 12 June 2019

Closing Date: 26 June 2019

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

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives.

Managing demand for and supply of health services across the territory.

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy.

Preventing, and providing a timely response to, potential public health incidents.

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers,

Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups,

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities,

Monitoring and enforcement of public health regulations, and

Providing public health advice.

The ACT Health 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.

Overview of the work area and position

The Corporate Services Group performs a critical enabling function for the long-term success and sustainability of the ACT Health Directorate and the ACT health system. This Group is responsible for financial planning, budgeting and reporting; commissioning and evaluating the performance of public health services; strategic human resource management; digital solutions; strategic infrastructure and procurement; service demand planning and modelling; data management and activity-based performance; governance and risk management.

The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to performance reporting and technology capabilities across the ACT public health system. The Digital Solutions Division is responsible for:

The implementation and support of the Digital Health Strategy

Management of technology services and projects

The development and implementation of a performance reporting framework

Statutory and intergovernmental reporting requirements  
Management of the relationship and services delivery by technology vendors including Shared Services ICT  
Development, implementation and maintenance of technology policies and procedures  
Information management and information security  
Eligibility/Other Requirements

*Desirable:*

Strong Structured Query Language (SQL) programming skill  
Experience in working with healthcare or hospital data  
Experience working with Power BI  
Hold a certified Data Management Professional (CDMP) certification

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

Undergo a pre-employment National Police Check.

Note: An order of merit list may be established to fill future vacancies at level over the next 12 months.

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

**Health Systems Policy and Research  
Public Health Protection and Regulation  
Office of the Chief Health Officer  
Business Manager**

**Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 27467)**

Gazetted: 12 June 2019

Closing Date: 26 June 2019

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

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

- Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives.
- Managing demand for and supply of health services across the territory.
- Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy.
- Preventing, and providing a timely response to, potential public health incidents.
- Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers,
- Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups,
- Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities,

Monitoring and enforcement of public health regulations, and

Providing public health advice.

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

Public Health, Protection and Regulation (PHPR)

The Public Health, Protection and Regulation Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and fulfils a range of statutory responsibilities and delegations under various public health legislation. The Division is responsible for development of population health strategic initiatives in ACT in the key areas of protection, prevention, and Territory-wide interventions. The Division is also responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report.

Executive Support Office (ESO)

The Office of the Chief Health Officer (OCHO) is looking for a high calibre Manager to lead the busy office of the Chief Health Officer, ACT Health. To be successful, you will have highly developed written and oral communication skills, be adaptable and responsive, and be able to quickly acquire knowledge and understanding of situations and subject matter. You will manage a small, dedicated team in the provision of executive support, project management and Government Business coordination.

Eligibility/Other Requirements

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note

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

Contact Officer: Dr Kerryn Coleman (02) 5124 9853 [kerryn.coleman@act.gov.au](mailto:kerryn.coleman@act.gov.au)

## **Corporate Services**

### **Strategic Finance**

#### **Capital Budget and Reporting**

##### **Finance Manager**

##### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 19430)**

Gazetted: 12 June 2019

Closing Date: 19 June 2019

Details: Are you a self-driven individual who likes a challenge? Are you passionate about contributing to the delivery of capital projects to support healthcare growth in the ACT region? Do you possess the skills to accurately assess qualitative data and provide briefing materials to various stakeholders? If yes, there is an exciting opportunity to join the Health Directorate's Capital Budgeting and Reporting 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: This is a temporary position available for 12 months.

How to Apply: Please provide your resume and pitch addressing the Selection Criteria (maximum of two pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Shaun Zhang (02) 5124 9653 [shaun.zhang@act.gov.au](mailto:shaun.zhang@act.gov.au)

## **APPOINTMENTS**

### **ACT Long Service Leave Authority**

#### **Administrative Services Officer Class 5 \$77,155 - \$81,668**

Thomas Tadic 858-60324, Section 68(1), 11 June 2019

### **Chief Minister, Treasury and Economic Development**

#### **Administrative Services Officer Class 4 \$69,422 - \$75,169**

Anna Lee 858-53757, Section 68(1), 11 June 2019

### **Director of Public Prosecutions**

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

Lillian James 858-72982, Section 68(1), 7 June 2019



**Justice and Community Safety**

**Assistant Parliamentary Counsel 2 \$135,195 - \$140,752**

Lucinda Keogh 765-75759, Section 68(1), 12 June 2019

**Canberra Health Services**

**Registered Nurse Level 1 \$66,185 - \$88,410**

Samita Adhikari 859-51744, Section 68(1), 13 June 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Aman Bajania 857-91971, Section 68(1), 13 June 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Rasidat Dauda 858-72464, Section 68(1), 13 June 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Ella Davies 857-42838, Section 68(1), 16 May 2019

**Enrolled Nurse Level 1 \$60,027 - \$64,133**

Emma Kemp 859-51998, Section 68(1), 13 June 2019

**Enrolled Nurse Level 1 \$60,027 - \$64,133**

Jasmin Tito Manabat 857-92472, Section 68(1), 13 June 2019

**Health Professional Level 2 \$64,347 - \$88,335**

Samantha Pringle 858-73045, Section 68(1), 11 June 2019

**Administrative Services Officer Class 3 \$62,530 - \$67,296**

Latheesh Pullamplavil Varghese 847-02981, Section 68(1), 13 June 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Adrian Sandrey 857-42686, Section 68(1), 13 June 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Monica Santos 859-51007, Section 68(1), 13 June 2019

**ACT Health**

**Senior Information Technology Officer Grade B \$123,227 - \$138,723**

Kelly Brown 858-72341, Section 68(1), 11 June 2019

**Administrative Services Officer Class 2 \$55,189 - \$60,941**

Raleigh Evans 858-72675, Section 68(1), 12 June 2019

**Senior Information Technology Officer Grade C \$104,630 - \$112,626**

Sreerag Yesodharan 858-72368, Section 68(1), 11 June 2019

**TRANSFERS**

**Suburban Land Agency**

**Mayumi Samantha Piper: 817-48087**

From: Senior Officer (Technical) Grade B \$123,227  
Environment, Planning and Sustainable Development Directorate  
To: Senior Officer Grade B \$123,227 - \$138,723  
Suburban Land Agency, Canberra (PN. 55376) (Gazetted 4 April 2019)

### **Canberra Health Services**

#### **Alison McLauchlan: 845-02840**

From: Registered Nurse Level 1 \$66,185  
Canberra Health Services  
To: Registered Nurse Level 1 \$66,185 - \$88,410  
Canberra Health Services, Canberra (PN. 34094)

#### **Kristen Franks: 856-73561**

From: Registered Nurse Level 2 \$88,249-\$93,533  
Canberra Health Services  
To: Registered Nurse Level 2 \$88,249-\$93,533  
Canberra Health Services, Canberra (PN: 22320) (Gazetted 6 December 2018)

## **PROMOTIONS**

### **Canberra Institute of Technology**

#### **Education and Training Services**

#### **Student and Academic Services**

#### **Library and Learning Services**

#### **So Young Lee: 827-15850**

From: Administrative Services Officer Class 3 \$62,530 - \$67,296  
Canberra Institute of Technology  
To: Administrative Services Officer Class 4 \$69,422 - \$75,169  
Canberra Institute of Technology, Canberra (PN. 39685) (Gazetted 30 May 2019)  
This promotion is to a non-advertised vacancy and is made in accordance with the Public Sector Management Standards, Section 20, Direct Promotion - General.

### **Chief Minister, Treasury and Economic Development**

#### **Workplace Safety and Industrial Relations**

#### **Continuous Improvement and Workers' Compensation**

#### **Injury Management Team**

#### **Jenny Copeland: 846-97916**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 6 \$83,135 - \$95,146  
Chief Minister, Treasury and Economic Development, Canberra (PN. 44305) (Gazetted 17 April 2019)

### **Education**

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

#### **Belconnen Network**

#### **Fraser Primary School**

**Sharon Beaumaris: 799-83432**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668  
Education

To: †Administrative Services Officer Class 6 \$83,135 - \$95,146  
Education, Canberra (PN. 41230) (Gazetted 22 March 2019)

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

**Justice and Community Safety**

**ACT Courts and Tribunal**

**Magistrates Court**

**Registry Operations – Civil Unit**

**Linda Bode: 853-58537**

From: Administrative Services Officer Class 4 \$69,422 - \$75,169  
Justice and Community Safety

To: Administrative Services Officer Class 5 \$77,155 - \$81,668  
Justice and Community Safety, Canberra (PN. 42341) (Gazetted 30 April 2019)

**Canberra Health Services**

**Canberra Hospital and Health Services**

**Tina Jack: 821-23177**

From: Registered Nurse Level 1 \$66,185 - \$88,410  
Canberra Health Services

To: Registered Nurse Level 2 \$91,910 - \$97,413  
Canberra Health Services, Canberra (PN. 18535) (Gazetted 9 May 2019)

**Clinical Services**

**Shannon Reakes: 820-72816**

From: Registered Nurse Level 2 \$91,910 - \$97,413  
Canberra Health Services

To: †Registered Nurse Level 3.1 \$105,372 - \$109,709  
Canberra Health Services, Canberra (PN. 42275) (Gazetted 11 April 2019)

**Canberra Hospital and Health Services**

**Suzanne Smith: 843-88873**

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. 32751) (Gazetted 14 March 2019)

**Clinical Services**

**Lydia Thomas: 839-26967**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668  
Canberra Health Services

To: †Senior Officer Grade C \$104,630 - \$112,626  
Canberra Health Services, Canberra (PN. 22044) (Gazetted 2 May 2019)

**ACT Health**

**Richard Courtenay: 846-96921**

From: Senior Information Technology Officer Grade C \$104,630 - \$112,626

ACT Health

To: †Senior Information Technology Officer Grade B \$123,227 - \$138,723  
ACT Health, Canberra (PN. 44293) (Gazetted 24 April 2019)

**Corporate Services**

**Megan Doherty: 827-81401**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

ACT Health

To: †Senior Information Technology Officer Grade C \$104,630 - \$112,626  
ACT Health, Canberra (PN. 44307) (Gazetted 25 April 2019)

**Jessica Griffiths: 788-14573**

From: Administrative Services Officer Class 6 \$83,135 - \$95,146

Canberra Health Services

To: †Senior Information Technology Officer Grade B \$123,227 - \$138,723  
ACT Health, Canberra (PN. 44294) (Gazetted 24 April 2019)

**Melinda Jeffery: 762-90673**

From: Senior Officer Grade C \$104,630 - \$112,626

ACT Health

To: †Senior Information Technology Officer Grade B \$123,227 - \$138,723  
ACT Health, Canberra (PN. 43252) (Gazetted 24 April 2019)

**Darko Kosic: 505-63055**

From: Senior Information Technology Officer Grade C \$104,630 - \$112,626  
Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade B \$123,227 - \$138,723  
ACT Health, Canberra (PN. 43250) (Gazetted 24 April 2019)

**Corporate Services**

**Caitlin Little: 836-09208**

From: Administrative Services Officer Class 6 \$83,135 - \$95,146

ACT Health

To: †Senior Information Technology Officer Grade C \$104,630 - \$112,626  
ACT Health, Canberra (PN. 44306) (Gazetted 25 April 2019)

**ACT Health Directorate**

**Anh Nguyen: 844-82480**

From: Senior Officer Grade C \$104,630 - \$112,626

ACT Health

To: †Senior Officer Grade B \$123,227 - \$138,723  
ACT Health, Canberra (PN. 09954) (Gazetted 9 May 2019)

**Corporate Services**

**Stephen Roberts: 853-71993**

From: Professional Officer Class 2 \$83,135 - \$95,146

ACT Health

To: †Senior Information Technology Officer Grade C \$104,630 - \$112,626  
ACT Health, Canberra (PN. 44308) (Gazetted 25 April 2019)

**Corporate Services**

**Rengarajan Soundararajan: 853-66078**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

ACT Health

To: †Senior Information Technology Officer Grade C \$104,630 - \$112,626  
ACT Health, Canberra (PN. 43255) (Gazetted 25 April 2019)

