



ACT Government Gazette

Gazetted Notices for the week beginning 27 June 2019

VACANCIES

ACT Audit Office

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

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

Financial Audit

Senior Director

Principal - ACT Audit Office \$151,220 (plus an employer superannuation contribution), Canberra (PN: X60341)

Gazetted: 28 June 2019

Closing Date: 15 July 2019

Details: The ACT Audit Office is seeking people with extensive financial audit experience who have exceptional leadership and communication skills to join the financial audit team. As a Senior Director, you will be primarily responsible for providing leadership, guidance and coaching to audit teams planning, managing and coordinating the completion of audits of financial statements and limited assurance engagements on statements of performance, and reporting the results of these audits. The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. As a Senior Director you will have a key leadership role in the ACT Audit Office. The ACT Audit Office offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. You should have an awareness of, and understanding and commitment to, the values of the ACT Audit Office, diversity of culture in the workplace and workplace health and safety principles.

Eligibility/Other Requirements: Relevant tertiary Professional Accounting, Audit and Information Technology qualifications are highly desirable. Completion of relevant professional post-graduate qualifications is also highly desirable. These include Accounting and Audit qualifications provided by CPA Australia (CPA) and Institute of Chartered Accountants Australia and New Zealand (CA ANZ) and/or the Certified Information Systems Auditor (CISA) qualification provided by ISACA (Information Systems Audit and Control Association). Position of Trust - All ACT employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, if you are selected for this position you will be required to gain and maintain a Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

How to Apply: Please submit your curriculum vitae and a response to the Selection Criteria, outlined in the Position Description (no more than four pages). Please provide contact details of two referees (one referee who is a current/recent supervisor and one referee who is a staff member who reports to you). When submitting an application, please also email a copy to the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tim Larnach (02) 6205 2441 tim.larnach@act.gov.au

ACT Executive

ACT Executive

Minister's Office

Office Manager

Adviser Level 1 (upper) \$76,184 - \$79,920, Canberra (PN: 2019, several)

Gazetted: 02 July 2019

Closing Date: 12 July 2019

Details: The Office Manager role provides support to the Minister's Office, assist in maintaining effective office systems and demonstrate high quality customer service. Applicants will need to demonstrate strong office administration skills, excellent written, oral and interpersonal and relationship management skills, and the capacity to work independently, meet deadlines and work under pressure.

Note: These are temporary part-time positions available for the term of the Government and the full-time salary noted above will be pro-rata. This position will be filled at either the Adviser Level 1 Upper or lower level, dependent on the skills and experience of the successful applicant. An order of merit list may be established to fill future vacancies at level over the next 12 months. 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. For further information please contact the contact officer.

How to Apply: A one page cover letter outlining your experience and interest in the position requirements, as well as a curriculum vitae and contact details of two referees.

Applications should be sent to the Contact Officer by close of business 12 July 2019.

Contact Officer: Yersheena Odonoghue (02) 6207 4655 yersheena.odonoghue@act.gov.au

Calvary Health Care ACT (Public)

Older Persons Mental Health Inpatient Unit

Psychologist or Social Worker

Health Professional Level 3 \$87,257 to \$101,862, Canberra (PN: Expected)

Gazetted: 04 July 2019

Closing Date: 10 July 2019

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

Reference Number: 22011

Contact Officer: Karen Dell Karen.dell@calvary-act.com.au

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

Occupational Therapy Department

Occupational Therapist

Health Professional Level 1/2 \$61,159 to \$89,527, Canberra (PN: Expected)

Gazetted: 04 July 2019

Closing Date: 11 July 2019

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

Reference Number: 22006

Contact Officer: Michael Malcomess Michael.malcomess@calvary-act.com.au

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

Canberra Institute of Technology

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

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

Education and Training Services

CIT Yurauna Centre

Administrative Assistant

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 54617)

Gazetted: 01 July 2019

Closing Date: 15 July 2019

Details: An exciting opportunity exists within our team for an experienced person to provide first point of contact information for Aboriginal and Torres Strait Islander students enquiring about enrolment in Canberra Institute of Technology (CIT) programs and provision of Indigenous student support. In this role, you will have a strong client focus and a willingness to deliver excellent customer service. You will have a demonstrated ability to provide support to the team as well as to internal and external stakeholders. Applicants will be required to assist

Aboriginal and Torres Strait Islander students in an Indigenous focussed learning environment to access appropriate educational opportunities, and overcome barriers to complete their study programs successfully. Eligibility/Other Requirements: Current drivers licence. 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. Qualifications in Business Administration would be highly regarded.

Note: This position is for temporary filling for a period of one year with the possibility of extension up to but not exceeding 5 years in total. This is a designated position in accordance with s42, Discrimination Act 1991 and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. 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 will be required to 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: Kayla O'Connell (02) 6207 4535 kayla.oconnell@cit.edu.au

Education and Training Services

Student and Academic Services

Program Services

Head of Department

Manager Education Level 1 \$116,494, Canberra (PN: 51615)

Gazetted: 01 July 2019

Closing Date: 8 July 2019

Details: Canberra Institute of Technology (CIT) Education Services is seeking an experienced and skilled Head of Department to manage the Program Services team and contribute to the vocational education and training leadership and improvements at CIT. Key skills for the position include: Education leadership and management experience including the ability to model CIT's cultural traits; extensive experience and knowledge of current vocational education and training environment, regulations and including Australian Skills Quality Authority's delegated authority; ability to lead staff in developing contemporary and engaging vocational training and assessment practices; detailed knowledge of program design and implementation. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: All Managers at Manager Education – Level 1 or Manager Education – Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or its successor), and an Advanced Diploma in Adult Learning and Development (or equivalent). Where a Manager undertakes a teaching activity, the Manager must also hold vocational qualifications equal or higher to that being taught. Relevant industry experience is highly desirable, though this does not have to be in the discipline being supervised.

Desirable: Bachelor of Education, Management or relevant higher level qualification.

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

How to Apply: Please submit a one page pitch showing how and why you are best placed to meet the requirements of the position and a detailed curriculum vitae (maximum six pages) with two referees reports (including current manager).

Applications should be submitted via the Apply Now button below.

Contact Officer: Elizabeth Tomaras (02) 6207 4831 elizabeth.tomaras@cit.edu.au

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

Chief Minister, Treasury and Economic Development

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

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

Corporate

People and Capability

Employee Relations

Human Resources Advisor

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 27965)

Gazetted: 28 June 2019

Closing Date: 12 July 2019

Details: The Employee Relations team within the Corporate People and Capability Branch is seeking motivated applicants to apply for this interesting and challenging Administrative Services Officer Class 6 position. The role presents a fantastic opportunity for those looking to pursue a career in Human Resources (HR) and to gain experience and understanding in public sector management. While relevant HR experience is looked upon favourably, applicants with transferable skills and relevant qualifications are encouraged to apply. The Corporate People and Capability team supports the Directorate through the provision of a broad range of strategic human resource management functions, and the Employee Relations team assists employees, managers and executive through the provision of guidance and support on a range of HR policies and practices. This includes leave management, recruitment and probation, pay related matters, workplace behaviour and performance matters. The team is a key point of contact for staff in need of assistance in interpreting the Enterprise Agreement and other supporting legislative material. The HR Advisor is required to contribute to delivering these services while actively promoting and modelling the ACT Public Sector Values, Signature Behaviours and the Respect, Equity and Diversity (RED) Framework. The HR Advisor will also be required to represent the Directorate at various forums and assist with the preparation of Directorate committee meetings. Chief Minister, Treasury and Economic Development supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with a disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please provide a supporting statement of no more than two pages outlining your experience and/or abilities against the responsibilities and Selection Criteria outlined in the Position Description; and your curriculum vitae with contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Leighton Phipps (02) 6207 3394 leighton.phipps@act.gov.au

Corporate

Corporate Management

Reporting and Information Management

Team Leader, Records Management

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 43226)

Gazetted: 03 July 2019

Closing Date: 10 July 2019

Details: Corporate Management, Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking an experienced and enthusiastic Senior Records Officer to join our Records Management team. We are looking for someone with a sound working knowledge of recordkeeping requirements and who is proficient in government records management principles, practices and tools. The role is responsible in coordinating the success of a sentencing project so you will have, records appraisal and sentencing knowledge, proven project management skills, be self-motivated and able to use your initiative to solve problems while leading a sentencing team. A good customer service focus, along with an understanding in the importance of attention to detail around the controlling of government records, is vital. Ideally, you will have a knowledge of government administrative practice and have strong research skills. You will need to demonstrate that you are highly organised, can effectively liaise in all directions and can communicate very well both orally and in written form. 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 until October 2020, with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. For more information, please contact the Contact Officer.

How to Apply: Candidates should submit a supporting statement outlining their experience and suitability against the Selection Criteria. Please attach a current curriculum vitae which includes qualifications, employment history and the contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lynda Weller (02) 6205 3955 lynda.weller@act.gov.au

Construction and Utilities

Utilities Technical Regulation

Regulatory Officer / Project Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 05501)

Gazetted: 28 June 2019

Closing Date: 12 July 2019

Details: The Utilities Technical Regulation (UTR) supports the Technical Regulator through provision of engineering advice, the technical regulation of licensed and unlicensed utilities and through improving and reforming the technical codes that govern the operations of the energy and water 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. Applications are sought from applicants with expertise in regulatory decision making, project management, policy development and managing regulatory applications. There is an opportunity to work on policy development including Cabinet submissions; develop communications for a range of different stakeholders; develop operational regulatory policy; work with applicants on complex applications for operating certificates and to work with a range of industry and government stakeholders. In particular, this role will require liaison with other state and Federal government agencies. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: Selection may be based on application and referee reports only. There is a possibility of appointment to an additional temporary position to provide maternity leave cover from August.

How to Apply: Applicants should provide a two page pitch outlining experience and/or ability in the above areas. Please note that this two page pitch will be considered against the Selection Criteria outlined within the duty statement.

Please note that this recruitment process may be determined based on written application only.

Applications should be submitted via the Apply Now button below.

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

Access Canberra

Construction and Utilities

Building Investigations Team

Building Investigator

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 36009)

Gazetted: 28 June 2019

Closing Date: 8 July 2019

Details: Do you want to help make Canberra a better place to live? Are you interested in implementing change? Do you want to help raise the quality of building in the ACT? This might be the job for you. Access Canberra are looking for highly skilled investigators to drive regulatory reform in the ACT building industry. As a member of the Building Investigations team you will operate with a high degree of integrity to undertake multiple complex investigations relating to complaints under the *Building Act 2004*, the *Planning and Development Act 2007*, and the *Construction Occupations (Licensing) Act 2004*. You will be motivated and independent, be able to think strategically, apply a risk based approach to managing investigations and promoting compliance and show initiative when undertaking high-level investigations and enforcement action. You will have excellent attention to detail, the ability to liaise with internal and external stakeholders and a demonstrated ability to write evidence briefs and prepare court and tribunal documents. You should also be willing to embrace change as 'the new

normal', support and nurture innovation and collaboration with a renewed focus on outcomes. You will have a great team to work with and support you in one of the most diverse and interesting agencies in the ACT Government. If this sounds like you then we would love to hear about why you would be the best person for the job. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: If you think you're up for it, send us your curriculum vitae including the details of two referee's and a two-page pitch on why you think you're the best person for this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam Pascoe (02) 6205 0773 adam.pascoe@act.gov.au

Shared Services ICT

Strategic Business

Portfolio Delivery Office

Project Support Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 38759)

Gazetted: 27 June 2019

Closing Date: 11 July 2019

Details: The Information Communication Technology (ICT) Education (EDU) Program Delivery Team is currently seeking applications from suitably experienced candidates to perform in the role of Project Support Officer. The successful applicant will be required to support the Project Manager and the team in a wide range of ACT Education Directorate's Infrastructure Capital Works projects requiring delivery of ICT equipment and services. This will include liaison with central Shared Services ICT technical teams, key Directorate stakeholders and vendors as required. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Mohena Mehra (02) 6207 0307 mohena.mehra@act.gov.au

Shared Services ICT

Customer Engagement Services Branch

CMTEDD AND PATOCS ICT

ICT Support Officer

Information Technology Officer Class 1 \$68,204 - \$77,639, Canberra (PN: 14763)

Gazetted: 01 July 2019

Closing Date: 15 July 2019

Details: The Chief Minister, Treasury and Economic Development (CMTEDD) and PATOCS ICT team within Shared Services ICT Customer Engagement Services Branch is seeking a suitably qualified and energetic individual to perform the role of ICT Support Officer. Do you enjoy troubleshooting and investigating solutions for end users? Do you accept challenges and take responsibility for delivering outcomes? Do you possess good verbal and written communication skills? Do you demonstrate good technical skills including the ability to manage multiple tasks with varying priorities? Can you work independently or as part of a team? If your answer is yes, then you may be the person that Shared Services is looking for. 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 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a written application of no more than 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: Helen Hadjitofi (02) 6207 0081 helen.hadjitofi@act.gov.au

Shared Services

Commercial Services

Record Services

Records Coordinator

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 39217)

Gazetted: 27 June 2019

Closing Date: 4 July 2019

Details: Record Services is seeking a dedicated individual to take on the role of Records Coordinator. This position coordinates the incoming/outgoing records consignments at our Mitchell facility and third party storage providers. The successful applicant will have sound records management experience with a strong customer focus and a drive to improve records management practices across the collection. 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 position requires the ability to work in a manual handling environment. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a two page (maximum) personal pitch outlining your suitability for the role. Your personal pitch should include examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural Capabilities as outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Walshe (02) 6207 2016 daniel.walshe@act.gov.au

Access Canberra

Executive Branch Manager, Projects, Governance and Support

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E105)

Gazetted: 04 July 2019

Closing Date: 18 July 2019

Details: Can you negotiate with other players? Can you keep track of all the moving pieces? Do you have oversight of the Bank's income revenue and payment schedule? Then do not pass Go, do not collect \$200 – instead come and work at Access Canberra!

We are looking for an Executive Branch Manager, Projects, Governance and Support. This division provides crucial support services to the daily operations of Access Canberra, including finance and budgets, policy and coordination, strategic ICT, internal governance and workforce capability. Like every game of Monopoly, you will need a good grasp of strategy and an ability to roll with the dice. In your role, you will travel around the board to our various ABW locations in Woden, Dickson and the City.

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

Contract: The successful applicant will be engaged under a performance based contract for a period from 19 August 2019 to 19 August 2021 with the possibility of extension up to five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: If you are prepared for the Chance cards you are dealt, and enjoy contributing to the Community Chest, then we want to hear from you! Submit your CV and a statement against the executive capabilities. At Access Canberra we believe that working as a team enables us to achieve more than we could as a group of individuals, so we want to hear about a time you led your team through a challenging time or project to achieve a successful outcome. Your CV should include the details of two referees (one of whom should've worked for you). *Applications should be submitted via the Apply Now button below.*

Contact Officer: Further information about the position is available from Alex McPherson, alex.mcpherson@act.gov.au, (02) 6207 4412

Economic and Financial Group
Financial Framework Management and Insurance
Senior Director

Senior Officer Grade A \$145,048, Canberra (PN: 44512)

Gazetted: 02 July 2019

Closing Date: 16 July 2019

Details: The Treasury arm of the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking a person experienced with personal injury compensation schemes to fill a newly created Senior Director position. The successful applicant will play a key leadership role in the implementation and regulation of the Territory's new Motor Accident Injuries (MAI) Scheme that is replacing the existing Compulsory Third-party Insurance Scheme. This is an exciting opportunity to play an important role in a significant community reform project. This Senior Director position will be involved on the ground floor in the implementation of the new scheme, following the passage of the Motor Accident Injuries Bill 2019 (with amendments) through the Legislative Assembly in May 2019. You will help lead the development of guidance for the general public and the private sector insurers that will under-write the scheme, help lead the procurement of necessary services for the Motor Accident Injuries Commission and develop new policies and indicators for the regulation of the scheme by the Commission. If you have experience with personal injury compensation schemes and have well developed leadership, policy, operational and communication skills then we encourage you to apply for this job opportunity. 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: Interested applicants should complete provide a supporting statement outlining their experience and ability in response to the Selection Criteria, a current curriculum vitae and at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lisa Holmes (02) 6207 0207 lisa.holmes@act.gov.au

Policy and Cabinet
Economic and Regional Policy
Regulation and Productivity
Director, Regulation and Productivity
Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44399)

Gazetted: 27 June 2019

Closing Date: 28 June 2019

Details: The Economic and Regional Policy Branch's Regulation and Productivity team supports the Chief Minister and Minister for Regulatory Services in shaping and leading key government reform initiatives. The team is led by a Senior Director (Senior Officer Grade A) and the team works in collaboration with Directorates to provide policy advice and support in achieving the Government's strategic priorities for regulatory matters. The focus of the team is to simplify and improve government's interactions with the public, community organisations and business. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications are essential. Legal qualifications would be highly regarded.

Note: This is a temporary position available immediately for 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a 1000 word statement of claims, outlining their skills and experience, taking into account the Selection Criteria. Each criteria does not have to be individually addressed, but the overall statement should give the panel a good understanding of your claims in each area. A current curriculum vitae should also be submitted.

Applications should be submitted via the Apply Now button below.

Contact Officer: Charmaine Smith (02) 6207 7181 charmaine.smith@act.gov.au

Corporate

Corporate Management

Change and Project Manager

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44532)

Gazetted: 03 July 2019

Closing Date: 19 July 2019

Details: Primary responsibility for the Change and Project Manager is to drive cultural and operational change for the move of Chief Minister, Treasury and Economic Development Directorate staff from various locations to the new city based government office block. Responsibilities will include: the promotion of better practice Change Management within the Directorate; the development of appropriate training, e-learning material, and communications; conducting change and transition workshops; and project managing other aspects of the project including: the transition of staff to digital records management and laptops, and addressing, sensitivities and business specific requirements, storage and current onsite physical records. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately until 25 November 2020. While advertised as a full-time position, we would consider part-time and/or flexible working arrangements. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk

How to Apply: All applications should include your written response to the listed capabilities - Professional/Technical and Knowledge along with Behavioural Capabilities (maximum two page total) or a two page 'pitch', a current curriculum vitae and the details of two referees (one should be a current Supervisor/Manager).

Applications should be submitted via the Apply Now button below.

Contact Officer: Steven Wright (02) 6207 1356 steven.wright@act.gov.au

Community Services

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

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

Children, Youth and Families

Children and Families

Child Development Service

Speech Pathologists

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 36163, several)

Gazetted: 03 July 2019

Closing Date: 18 July 2019

Details: The Child Development Service focuses on identifying developmental delays for children 0-6 years and autism assessment to age 12. The Speech Pathologist in this position will provide Clinical Services within a community based, multidisciplinary team within the Child Development Service. The successful applicants will

provide assessments or screen children to identify those at risk of developmental delay and support their movement through the service system. Community Services Directorate (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 a Disability, People from Culturally and linguistically diverse backgrounds, Veterans, Mature age workers and Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ) people.

Eligibility/Other Requirements: Essential; Tertiary qualification in Speech Pathology; Eligible for Membership of Speech Pathology Australia and have a current driver's licence. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: The Child Development Service has several vacancies available for a Health Professional Level 3 Speech Pathologist. These are temporary positions available for 12 months with a possibility of extension and/or permanency. Full-time and part-time applicants will be considered. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are asked to please submit a current curriculum vitae and responses to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sophia Hehir (02) 6205 5199 sophia.hehir@act.gov.au

Housing ACT

Client Services

Gateway Services

Senior Gateway Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 26813, several)

Gazetted: 28 June 2019

Closing Date: 12 July 2019

Details: Gateway Services is the primary access point into Housing ACT and provides a range of services including the Central Access Point (shopfront services), Assessment and Support (assessment and determination of applications for social and community housing), Allocations (matching and allocation of properties against established Housing needs registers) and the operational management of the Housing Asset Assistance program (HAAP). Gateway Services is seeking enthusiastic, flexible and motivated people who enjoy working in a busy Human Services environment delivering high quality client focused services to a diverse client group seeking housing assistance. As a Senior Gateway Officer within Gateway Services, the successful candidates will require strong engagement skills, have high level written and communication skills, the ability to liaise and engage with clients and support workers, and be able to build rapport with a range of clients and stakeholders. 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: These are temporary positions available for six months with a possibility of extension and/or permanency. 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. An order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: Applications addressing the Selection Criteria, including a current curriculum vitae and the names of two current referees should be submitted.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kylie-Ann Petroni (02) 6207 6297 kylie-ann.petroni@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

Quality, Complaints and Regulation

Office of the Senior Practitioner

Practice Leader

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44359)

Gazetted: 02 July 2019

Closing Date: 18 July 2019

Details: The Office of the Senior Practitioner, within the Community Services Directorate (CSD), is looking for a suitably experienced Practice Leader to help to improve the lives of all people who are vulnerable and potentially subject to restrictive practices. The Practice Leader role will support the functions of the Senior Practitioner by working alongside the ACT community to: provide education and improve awareness of restrictive practice; produce and disseminate policies, standards, and guidelines to guide decision making and promote best practice; and build sector capacity for more positive behaviour supports. The successful applicant must have demonstrated expertise in Positive Behaviour Support. 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.

Eligibility/Other Requirements: Essential - Demonstrated expertise in implementing positive behaviour support.

Desirable - Experience leading allied health or other practitioners in social services settings.

How to Apply: Please submit your curriculum vitae and a response to the Selection Criteria of no more than 350 words per criterion.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mandy Donley 0466 478 907 mandy.donley@act.gov.au

Children, Youth and Families

Children and Families

Gungahlin Child and Family Centre

Team Leader - Gungahlin Child and Family Centre

Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 09180)

Gazetted: 01 July 2019

Closing Date: 15 July 2019

Details: An opportunity has arisen for the temporary filling of the Team Leader at Gungahlin Child and Family Centre. The successful applicant will work closely with the Centre Manager across a number of workplace initiatives and will provide clinical supervision, mentoring and support of workers within the Gungahlin Child and Family Centre, as well as contributing to the professional learning strategies that enhance staff competencies in working with children and families. The position will participate in the development and maintenance of government and community partnerships, program planning, review and evaluation and will be an active member of the management team within the unit. 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: Social Work degree or related discipline with eligibility for membership of the Australian Association of Social Workers, plus a minimum of three years practice experience in a relevant field.

Current driver's licence. 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 - www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This is a temporary position available immediately for 12 months with the possibility of extension. Selection may be based on application and referee reports only.

How to Apply: A written application outlining relevant experience and examples, demonstrating your capacity to perform the duties and responsibilities of the role, a current curriculum vitae and two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gerard Nolan (02) 6205 0229 gerard.nolan@act.gov.au

Cultural Facilities Corporation

Corporate Executive

Executive Assistant

ASOS \$78,197 - \$82,771, Canberra (PN: 11024)

Gazetted: 27 June 2019

Closing Date: 4 July 2019

Details: Expressions of Interest are sought for a professional to fill the role of Executive Assistant to the Chief Executive Officer

Note: This is a temporary position available 15 July 2019 to 30 August 2019

How to Apply: Please provide a current curriculum vitae, the name and contact details of two referees, and a supporting statement of one-two pages outlining practical experience and examples related to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maria Wallace 02 6207 3962 maria.wallace@act.gov.au

Education

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

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

School performance and Improvement

South and Weston Network

Chapman Primary

Business Manager

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 37405)

Gazetted: 28 June 2019

Closing Date: 5 July 2019

Details: Chapman Primary School is seeking a highly experienced officer to fill the permanent position of Business Manager. The Business Manager will manage the business of the school relating to Finance, Human Resource, Building and Grounds, Risk and Compliance Management. The ideal applicant will have demonstrated high level management skills; ability to communicate effectively with all stakeholders ensuring high quality customer service is delivered. The position is required to liaise, and support the Principal to ensure continuity in the delivery of key programs across the school. Participate as a member of the executive team, respond to, interpret and provide strategic reporting data and analysis to both the Principal and School Board. Further duties include supervision responsibility for administrative officers engaged in various designated roles and assist each with personal performance and professional development.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: www.worksafe.act.gov.au/health_safety. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required.

For further information on Working with Vulnerable People registration refer to

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804 Desirable: Certificate IV or equivalent e.g. Business Administration (Education), Government (School Support Services), Financial Services; knowledge of School operations; a high understanding of financial and HR management, computer systems and an understanding of the school environment; first Aid qualification, or willingness to undertake appropriate training.

Note: This is a temporary position available immediately until 26 January 2020 with the possibility of extension and/or permanency. Applicants are strongly encouraged to contact the Principal for further information regarding this position. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are asked to provide a current curriculum vitae and a Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anne Simpson (02) 6214 2404 anne.simpson@ed.act.edu.au

Service Design and Delivery Learning and Teaching

International Education Unit

Student Administration Coordinator

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 31717)

Gazetted: 27 June 2019

Closing Date: 4 July 2019

Details: The International Education Unit (IEU) is responsible for administrative management of the ACT Education Directorate's international education initiatives and programs. We are seeking a motivated person who is customer centred, culturally aware and keen to make a positive contribution within a small team. The role is focused on student administration including maintaining accurate records, liaising informatively with families/agents/schools, managing the finance aspects of enrolment and collating data for reporting purposes. 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 with TRIM (or similar records management system) and MAZE/SAS (or related student administration system) is 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. Selection may be based on application and referee reports only.

How to Apply: Applications should comprise a current curriculum vitae, with a two page statement addressing the Selection Criteria in the context of the additional detail in the duty statement.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cathy Crook (02) 6205 9242 cathy.crook@act.gov.au

School Performance and Improvement

Tuggeranong Network

Gordon Primary School

Classroom Teacher Year 1 and 2

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 07714)

Gazetted: 27 June 2019

Closing Date: 11 July 2019

Details: Gordon Primary School is seeking a highly motivated, dynamic and experienced Classroom Teacher for a Year 1 and 2 class for the remainder of 2019. Our school operates as a Professional Learning Community with a focus on collaboration, data, evidence-informed practices and high levels of learning for all students. The successful applicant should demonstrate the ability to effectively plan and work collaboratively with colleagues in a team-teaching environment. The applicant will be required utilise Gordon Primary School approved pedagogical practices including implementing the Australian Curriculum, development of integrated units based on the Learning by Design model, Choice Theory and Quality School (Glasser) ethos, positive behaviours for learning (PBL), personalized learning, Kagan Cooperative Learning, implementation of school endorsed literacy and numeracy approaches. Contribute to the school improvement agenda as detailed in annual the Action Plan.

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

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

Note: This is a temporary position available until 26 January 2020. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Murray Bruce (02) 6142 2530 murray.bruce@ed.act.edu.au

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

School Performance and Improvement

North and Gungahlin Network

Gold Creek School

Classroom Teacher - English and French or Humanities

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 08482, several)

Gazetted: 03 July 2019

Closing Date: 24 July 2019

Details: Gold Creek School is a P-10 school in the Gungahlin area that supports individualised learning through the implementation of International Baccalaureate programs, as a framework for teaching the Australian Curriculum. We are committed to professional learning opportunities, collaboration, differentiation, inclusivity and working with our community. An opportunity exists for a High School trained English and French or Humanities teacher, to join our Senior Campus team.

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sam Beattie (02) 6142 1266 sam.beattie@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

Tuggeranong Network

Wanniassa School

Administrative Coordinator - Front Office

School Assistant 4 \$64,615 - \$69,965, Canberra (PN: 38382)

Gazetted: 01 July 2019

Closing Date: 8 July 2019

Details: Wanniassa School is seeking a highly experienced, energetic, organised and self-motivated officer to undertake the duties of School Administrative Coordinator – Junior Campus Front Office. Under the direction of the Business Manager the successful applicant will oversee the management of the front office of Wanniassa Junior Campus with high level administrative skills and attention to detail. The successful applicant will oversee the management of the front office and have strong quality customer service skills, be proficient in the use of a variety of computer applications including MAZE, Sentral, databases and spreadsheets with the ability to advise on and implement effective work practices for all support staff. Demonstrated experience in the supervision of support staff (Learning Support Assistants, School Assistants and Building Support Officers), processing financial transactions, enrolments, absences and excursions across Primary and High Schools will be key to this role.

Eligibility/Other Requirements: A School Assistant 4 is required to work six days (in addition to the four days Professional Learning) during stand down periods between school terms to undertake duties as directed, for example program preparation. This will normally be two days within each stand down period, subject to negotiation with the Principal. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Desirable: Certificate IV in Government (School Support Services) or equivalent knowledge of office practices and procedures, knowledge of Microsoft Office Packages. The successful candidate must have a current First Aid certificate. This position requires a high understanding of administrative and financial processes, computer systems and an understanding of the school environment.

Note: This is a temporary position available immediately for six months with possibility of extension up to 12 months. The hours for this position are 33:45 hours per week. Selection may be based on application and referee

reports only. Applicants are strongly encouraged to contact the Business Manager for further information regarding this position

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ellen Ingold (02) 6142 1872 ellen.ingold@ed.act.edu.au

Service Delivery and Design Division

Learning and Teaching

Pedagogy

Assistant Director

School Leader C \$117,515, Canberra (PN: 02763)

Gazetted: 02 July 2019

Closing Date: 16 July 2019

Details: The Learning and Teaching team has a temporary vacancy for an Assistant Director (School Leader C) to lead and manage English as an Additional Language or Dialect (EAL/D) census and moderation processes, supporting schools to implement continuous formative assessment practices that inform English language teaching; lead planning and implementation of professional learning, including establishment of a strong Professional Learning Community to achieve optimal learning and social outcomes for EAL/D students; support the effective implementation and management of Introductory English Centre (IEC) programs, including management of the budget; review and develop policy, procedures and practice guidance documentation, and provide informed advice to Education Directorate staff; liaise with internal and external stakeholders to create influence, build effective relationships, and ensure the needs of EAL/D students are met; provide high-level strategic and policy advice to the senior executive and Minister on matters relating to EAL/D education initiatives and reform. This role will suit you if you have an interest or experience in EAL/D education.

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. Teaching English to Speakers of Other Languages (TESOL) qualifications or expertise would be highly regarded.

Note: This is a temporary position available immediately until 19 December 2019. This position is available to ACT Government officers and employees only. This position is based in the Education Support Office with office-based conditions. Selection may be based on application and referee reports only.

How to Apply: If this role interests you, please send a two page Expression of Interest (EOI) referencing Professional Practice 1, 3 and 4 from the School Leader Capability Framework demonstrating your skills and experiences relevant to the position and a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Mandy Kalyvas (02) 6205 9350 mandy.kalyvas@act.gov.au

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

School Performance and Improvement

Learning and Teaching

Pedagogy

Pedagogical Leader

School Leader C \$117,515, Canberra (PN: 44524, several)

Gazetted: 01 July 2019

Closing Date: 15 July 2019

Details: The Learning and Teaching team has several vacancies for School Leader C positions to:

* Lead implementation of key Government and Directorate STEM education priorities.

- * Support high quality teaching and strengthen equitable learning outcomes in STEM.
- * Provide coaching for Teachers to embed effective STEM teaching and learning in the classroom.
- * Collaborate across schools and Education Support office to strengthen effective pedagogy.

This role will suit you if you have an interest in developing and delivering innovative and engaging STEM education to a range of school aged children. This position is based in the Education Support Office with office-based conditions.

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

Note: These are temporary positions available for two years with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kym Turnbull (02) 6207 8601 kym.turnbull@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

Belconnen Network

Miles Franklin Primary School

Executive Teacher

School Leader C \$117,515, Canberra (PN: 16946)

Gazetted: 27 June 2019

Closing Date: 1 July 2019

Details: Miles Franklin Primary School became an Authorised International Baccalaureate (IB) World School delivering the Primary Years Programme (PYP) in 2015. An opportunity exists for an Executive 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 IB Learner Profile.

There are collaborative responsibilities for:

Ensuring the standards, practices and philosophy of the IB are upheld

Pedagogical leadership

Improving literacy and numeracy outcomes for children

Improving social and emotional learning outcomes for children

Leading the management of the school

Specific responsibilities:

Team leadership, coaching and mentoring of the Preschool and Kindergarten teams

Leadership of the Early Years Learning Framework and National Quality Standards in Preschool

Coordination of the Spelling program

Preschool release

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

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

Leading, learning and teaching

Leading improvement, innovation and change

Leading the management of the school

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

Contact Officer: Chris Jones (02) 6142 2770 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.

System Policy and Reform

Early Childhood Policy and Regulation

Early Childhood Policy

Project Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 42906)

Gazetted: 02 July 2019

Closing Date: 16 July 2019

Details: Are you a high performing Project Officer or Manager looking for your next challenge? Then supporting the delivery and implementation of an Early Childhood Strategy for the ACT is the role for you. We're seeking an innovative, motivated and collaborative individual with strong skills and experience in project management to join the Early Childhood Policy team. To be successful in the role, you will have a diverse range of experience and background in project management to deliver government initiatives. Under limited direction you will provide day to day relationship engagement, project planning and direct support to the team and executive. You will provide best practice, strategic and evidence-based project management direction so the team can achieve business and change management objectives for the Early Childhood Strategy. Excellent stakeholder relationship skills with the ability to develop and maintain networks, strong interpersonal skills, and project planning and coordination skills are a must. This is a great opportunity for an experienced Project Management professional to join an enthusiastic and committed team and lead a high profile and important government initiative for the Territory. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Desirable - Previous experience working in complex organisations with a diverse range of stakeholders; previous experience working on large change management projects; tertiary qualifications in Project Management, or similar; or equivalent professional experience, or work experience commensurate with tertiary qualifications; a diverse range of project management experience.

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

How to Apply: Using the Selection Criteria as a guide, please complete an Expression of Interest of up to three pages outlining why you are the best person for the position. Please include a current curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sybilla Meeth (02) 6205 3619 sybilla.meeth@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

Business, Governance and Capability

People and Capability

Capability and Performance

Change Facilitator

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 43012)

Gazetted: 27 June 2019

Closing Date: 11 July 2019

Details: This role is located in the People and Capability Branch and supports the Directorate 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 our Directorate. The Capability and Performance team is responsible for the planning, development and management of programs that enhance the capability of the directorate to meet current and future business requirements. The team coordinates and delivers a range of learning and development programs and initiatives to support directorate operations and build capability. The team is also responsible for implementing whole of government frameworks and developing and implementing organisational development strategies focusing on culture, capability and performance. The Change Facilitator plays a critical part in supporting and embedding a range of initiatives during Environment, Planning and Sustainable Development's transition into an activity-based workplace. This individual will thrive on change, be motivated by outcomes, and is an advocate for the implementation of systems and methodology while always aiming for innovative ways to improve on current processes.

Note: This is a temporary position available immediately for nine months with the possibility of extension. 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: A written application of no more than two pages, outlining relevant experience and examples, demonstrating your capacity to perform the duties and responsibilities of the role, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kerrie Wilmot (02) 6207 6317 kerrie.wilmot@act.gov.au

Office of the Deputy Director-General

Land Strategy and Environment

Executive Assistant

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 33237)

Gazetted: 27 June 2019

Closing Date: 4 July 2019

Details: The Environment, Planning and Sustainable Development Directorate are looking for a high performing Executive Assistant to join the team. The position will work to the Office of the Deputy Director-General for Land Strategy and Environment which includes a vast array of portfolio responsibilities. The successful applicant will need to demonstrate high levels of office management and organisation including the management of correspondence and ministerial advice. The successful applicant will also need to work within a small team of high performing support officers and be flexible in providing support to other members of the Executive Team as required.

Note: This is a temporary position available from 12 August 2019 until 10 March 2020 with the possibility of extension. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandra Magee (02) 6207 2136 alexandra.magee@act.gov.au

Climate Change and Sustainability

Energy Markets and Renewables

Energy Projects

Policy Officer, Renewable Energy Industry Development

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 35572)

Gazetted: 02 July 2019

Closing Date: 18 July 2019

Details: Energy Markets and Renewables Branch is seeking to employ an energetic project officer to work on day-to-day management of the Renewable Energy Innovation Fund (REIF), a \$12 million comprehensive package of industry funding to support Canberra-based renewable energy business and to attract new ventures to the city. The position is in the renewable energy industry and innovation team in the ACT's Climate Change and Sustainability Division. This is a dynamic role, and includes project, financial, stakeholder and issues management as well as policy development around future funding opportunities. Successful candidates may come from a range of backgrounds.

Eligibility/Other Requirements: Tertiary qualifications in Economics, Engineering, Public Policy, Physical or Social Sciences, or similar, are desirable. While familiarity with or previous experience in energy markets, innovation or policy would be desirable, it is not essential.

Note: This is a temporary position available 1 August 2019 until 27 April 2020, with the possibility of extension and/or permanency. 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: 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracy Cui (02) 6207 8415 tracy.cui@act.gov.au

Environment

ACT Parks and Conservation Service

Projects

Senior Project Officer

Infrastructure Officer 3 \$106,288 - \$116,675, Canberra (PN: 38129)

Gazetted: 28 June 2019

Closing Date: 12 July 2019

Details: Senior Project Officer, Infrastructure Officer 3 for delivery of Parks and Conservation Service capital works program, with a focus on the Best of Canberra Mountain Bike Experience project, planning and visitor facilities infrastructure new works and upgrades. The position requires well developed skills in project management and stakeholder management to meet sometimes demanding schedules, as well as provide professional advice and assistance to other officers and managers within Environment, Planning and Sustainable Development. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability to apply.

Eligibility/Other Requirements: Relevant professional tertiary qualifications in Project Management, Environmental Science, Natural Resource Management, Landscape Architecture, Architecture, Planning or a related field.

Note: This is a temporary position available for 12 months with the possibility of extension. 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 a written application addressing the Selection Criteria limiting responses to 300 words per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Darren Le Roux (02) 6207 2422 darren.leroux@act.gov.au

Office of the Director-General

Engagement and Executive Support

Communications and Engagement

Senior Community Engagement Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 33015)

Gazetted: 01 July 2019

Closing Date: 8 July 2019

Details: Like working in a dynamic environment where you are encouraged to test new ideas? The Communications and Engagement team is responsible for community engagement, issues and media management and project management of key directorate publications, communications strategies, events and campaigns, advertising and marketing, website management and design, media, internal communications and media monitoring. We also support the Ministers' offices with communication and media issues. The Senior Community Engagement Officer will be primarily responsible for a range of community engagement priorities and communication projects across our diverse directorate. The successful candidate will be able to further their experience by working with multiple line areas, each with a role in making Canberra a better place to live. Eligibility/Other Requirements: Tertiary qualifications in Communications, Public Relations, Journalism or related discipline and/or demonstrated experience in community engagement, public relations, media and/or market research.

Note: This is a temporary position available from 8 July 2019 until 1 October 2019, with the possibility of extension. 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: Expressions of Interest should include a supporting statement of two pages addressing the job description and Selection Criteria. Please include contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Penny Gibson (02) 6207 2624 penny.gibson@act.gov.au

Independent Competition and Regulatory Commission

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

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

Economics

Director, Economics

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 19929)

Gazetted: 01 July 2019

Closing Date: 16 July 2019

Details: The ACT's economic regulator—the Independent Competition and Regulatory Commission (ICRC)—is seeking an experienced Economist to join its Economics team. As Director, Economics, you will: lead projects requiring high-level research and quantitative analysis; develop advice for the Commission and the ACT Government on economic regulation and competition issues; draft high-quality, evidence-based reports and briefing papers; and work effectively and collaboratively with a diverse range of internal and external stakeholders. The Commission's work is broad in scope and involves analysing market dynamics, including competition and the drivers of costs and profit margins, as well as determining regulated retail prices for electricity, water and sewerage services. The Commission is also responsible for developing and implementing regulations that improve the well-being of ACT consumers and businesses. Recent examples include inquiries into retail petrol markets, the ACT beverage industry, and the costs of supplying retail electricity in the ACT. The successful candidate must have strong economic and quantitative skills and experience in applying these skills in government or the private sector. You must be able to write clearly and be able to communicate complex technical ideas clearly and effectively, both in writing and verbally. You will have experience in managing consultations with internal and external stakeholders and in leading small project teams. Practical understanding of regulatory frameworks and how government works will be an advantage. 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 degree in Economics and/or Finance is essential; post-graduate qualifications will be well-regarded; at least five years' experience in applying micro-economic concepts and frameworks in government or the private sector; experience in economic regulation and/or infrastructure economics will be highly regarded; experience in Australian infrastructure regulation, especially in water or energy, will be an advantage; knowledge of current utility pricing and regulatory issues, or the ability to quickly develop a good understanding of those issues, is essential.

How to Apply: Applicants are asked to supply a response to the Selection Criteria, responses should be made to each individual selection criterion. Please limit your response to one A4 page (maximum) against each numbered criterion along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Patrick Hamshere (02) 6205 8773 patrick.hamshere@act.gov.au

Independent Competition and Regulatory Commission

Economics

Assistant Director, Economics

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 10830)

Gazetted: 01 July 2019

Closing Date: 16 July 2019

Details: The ACT's economic regulator—the Independent Competition and Regulatory Commission (ICRC)—is seeking an experienced Economist to join its Economics team. As Assistant Director, Economics, you will: lead projects requiring high-level research and quantitative analysis; develop advice for the Commission and the ACT Government on economic regulation and competition issues; draft high-quality, evidence-based reports and briefing papers; and work effectively and collaboratively with a diverse range of internal and external stakeholders. The Commission's work is broad in scope and involves analysing market dynamics, including competition and the drivers of costs and profit margins, as well as determining regulated retail prices for electricity, water and sewerage services. The Commission is also responsible for developing and implementing regulations that improve the well-being of ACT consumers and businesses. Recent examples include inquiries into retail petrol markets, the ACT beverage industry, and the costs of supplying retail electricity in the ACT. The successful candidate must have strong economic and quantitative skills and experience in applying these skills in government or the private sector. You must be able to write clearly and be able to communicate complex technical ideas clearly and effectively, both in writing and verbally. You will have experience in managing consultations with internal and external stakeholders and in leading small project teams. Practical understanding of regulatory frameworks and how government works will be an advantage. 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 degree in Economics and/or Finance is essential; post-graduate qualifications will be well-regarded. Experience in applying micro-economic concepts and frameworks in government or the private sector. Experience in economic regulation and/or infrastructure economics will be highly regarded. Experience in Australian infrastructure regulation, especially in water or energy, will be an advantage. Knowledge of current utility pricing and regulatory issues, or the ability to quickly develop a good understanding of those issues, is essential.

How to Apply: Applicants are asked to supply a response to the Selection Criteria, responses should be made to each individual selection criterion. Please limit your response to one A4 page (maximum) against each numbered criterion along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Patrick Hamshere (02) 6205 8773 patrick.hamshere@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

Public Trustee and Guardian

GUARDIANSHIP UNIT

Senior Guardian

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 03720)

Gazetted: 28 June 2019

Closing Date: 5 July 2019

Details: We are an independent ACT Territory Authority providing professional guardianship, financial management and Trustee related services. We have a vacancy for a motivated and well organised professional to work in our dynamic Guardianship Unit as a Senior Guardian. The Guardianship Unit provides representative services as substitute decision-maker for personal health and/or legal matters under order of the ACT Civil and Administrative Tribunal (ACAT) and Enduring Power of Attorney (EPA) within a human rights frame work. We are seeking an articulate, confident person with strong client skills.

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline (e.g. policy, nursing, social work, psychology, law) are highly desirable. Current driver's licence and ability to use computer applications considered essential. Must be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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: Applicants are to address the selection criteria located in the selection documents, and provide current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Denise Caldwell (02) 6207 9800 denise.caldwell@act.gov.au

ACT Corrective Services

Corporate Services

Facilities Management Unit

Senior Maintenance Fitter

General Service Officer Level 10 \$84,257 - \$96,430, Canberra (PN: 44515)

Gazetted: 27 June 2019

Closing Date: 15 July 2019

Details: ACT Corrective Services (ACTCS) is seeking a highly experienced and motivated person to fill the position of Senior Maintenance Fitter. The Maintenance Fitter is accountable for the preventative and reactive maintenance of metal, mechanical and technical equipment and infrastructure in accordance with manufacturer's recommendations and manuals with a focus on maintaining safety, security and operability of the facility. This position will support the training and development of detainees through maintenance and fabrication activities. The successful candidate will perform scheduled and unscheduled maintenance tasks for the Alexander Maconochie Centre and other ACT Corrective Services occupied premises while working on combinations of machines, equipment and infrastructure. In addition, you will offer guidance through coaching and mentoring to detainees, driving a positive workplace culture that reflects ACTCS' core values of respect, integrity, collaboration and innovation to develop their work skills with a goal of improving post release employment opportunities. Further to this, the successful applicant will liaise with the Head of Facilities Management on all matters affecting equipment availability, reliability and condition in order to minimise risk and maximise the availability and life of the equipment. 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: Eligible applicants will be required to hold Australian recognised trade qualifications in at least one of the following areas:

Boiler Maker/Welder

Mechanical Fitter/Machinist

Engineering Fabrication

Sheet Metal Fabrication

Applicants will be required to:

Undergo a National Police Check

Hold an unrestricted driver's licence

Demonstrate significant experience within maintenance and fabrication industries (at least four years post apprenticeship)

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

Be clean shaven for the use of respirators

It is highly desirable for applicants to:

Hold a construction white card and high risk work licences for working at heights, elevated work platform and forklift

Have qualifications or demonstrated experience in Project Management and Workplace Training
Experience in liaison and negotiation with the public and private sector
Experience working within a custodial or secure environment

Eligible applicants may be required to:

Undertake psychological aptitude testing as part of the assessment process

The occupant of this position may be required to:

Undertake parts of the duties outside normal business hours

Work a rotating on call roster

Provide backfill support to the Facilities Maintenance unit

Undertake and complete ACT Corrective Services induction and/or custodial training as required

Undertake and complete Workplace Training and Assessment Training qualifications

How to Apply: Applicants are required to submit five items: 1) statement of claims against specified Selection Criteria; 2) a current curriculum vitae; 3) the names and contact details of two referees (one should be a current Supervisor/Manager); 4) a copy of your current driver's licence; 5) a copy of your Working with Vulnerable People card. Please ensure you submit all five items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Batten (02) 6207 6770 craig.batten@act.gov.au

Public Trustee and Guardian

Financial Management Services Unit

Financial Manager

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 43924, several)

Gazetted: 02 July 2019

Closing Date: 16 July 2019

Details: The Public Trustee and Guardian (PTG) is an independent ACT Government authority that provides professional guardianship, financial management and trustee related services. The PTG has permanent vacancies for motivated and well organised people in our Financial Management Services Unit (FMSU). We provide a wide range of financial administration, as substitute decision-maker under the authority of an ACT Civil and Administrative Tribunal (ACAT) order or an Enduring Power of Attorney (EPOA), for adults in our community who are unable to manage their financial affairs due to a physical, mental, psychological or intellectual condition.

The successful applicants will, under general direction and in relation to established procedures and work practices, oversee and undertake the administration for all of the financial affairs for a selection of FMSU clients.

The successful candidates will need to work as part of a team in a busy environment, have the ability to exercise excellent judgement, establish priorities and operate within the bounds of relevant legislation and guidelines.

Eligibility/Other Requirements: Completion or partial completion of relevant qualifications or experience is highly desirable. This position requires that applicants satisfy ACTPS pre-employment checks. Driver's license Class C is preferred. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: 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 submit a two to three page statement of claims, outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge components outlined in the Position Description.

Applicants should also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Denise Caldwell (02) 6207 9800 denise.caldwell@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.

ACT Corrective Services

Community Corrections and Release Planning

Programs and Reintegration

Throughcare Transition Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 34222, several)

Gazetted: 03 July 2019

Closing Date: 17 July 2019

Details: ACT Corrective Services (ACTCS) is seeking for a highly motivated and conscientious individual to join the Programs and Reintegration Unit as a Throughcare Transition Officer.

The primary function of the Throughcare Initiative is to reduce the likelihood of reoffending through coordinating existing supports and services to assist ex-detainees integrate into the community as positive contributors.

The successful applicant will be responsible for supporting detainees, both pre-release and post-release, from the Alexander Maconochie Centre who are returning to the ACT Community, for up to 12 months post release. Whilst clients are in custody, this will be their AMC Case Manager – whilst in the community, this will be their Parole and Probation Officer.

In addition, Transition Officers will be required to establish and support referrals to services surrounding: Community supervision requirements – encompassing Parole and Good Behaviour Orders

Basic needs

Accommodation

Health care/mental health

Income support and employment

Restoring connections with family, community and culture.

To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment, possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

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:

Familiarity with computer based applications would be an advantage.

Eligible persons may be required to undergo a National Police Check

A current driver's licence is essential.

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

How to Apply: Applicants are required to submit four items: 1) statement of claims against specified Selection Criteria; 2) a current curriculum vitae; 3) the names and contact details of two referees (one should be a current Supervisor/Manager) and 4) Current driver's licence. Please ensure you submit all four items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally Fitzmaurice (02) 6205 4890 sally.fitzmaurice@act.gov.au

Director of Public Prosecutions

Legal Support

Supervising Lawyer Criminal Confiscation of Criminal Assets

Prosecutor Grade 4 \$135,936 - \$145,737, Canberra (PN: 04165)

Gazetted: 28 June 2019

Closing Date: 12 July 2019

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. The successful applicant will be an experienced litigator responsible for the management of the Criminal Confiscation of Criminal Assets (COCA) team within the Office of the Director of Public Prosecutions (ODPP). You will also take the lead role in personally conducting complex litigation as counsel in the COCA area. You will be a high performing self-starter with experience as a manager in a legal practice and the ability to develop a small team of staff in support of both the team and broader office outcomes. The Office of the Director of Public Prosecutions 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 LGBTQIA are encouraged to apply.

Eligibility/Other Requirements: Admitted to or eligible to practice as a Legal Practitioner in the ACT. The successful candidate will be required to undergo a National Police check.

How to Apply: Please submit a written application addressing the Selection Criteria, along with your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shane Drumgold (02) 6207 5190 shane.drumgold@act.gov.au

ACT Human Rights Commission

Victims of Crime Commissioner

Intermediaries Program

Director, Intermediary Program

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44377)

Gazetted: 27 June 2019

Closing Date: 11 July 2019

Details: The ACT Victims of Crime Commissioner is seeking a highly motivated individual with outstanding program management skills to lead the design and implementation of an Intermediary Program within the ACT Human Rights Commission.

Intermediaries are impartial communication experts who ensure vulnerable witnesses can give their best evidence in criminal investigations and at trial by ensuring that they:

Understand the questions put to them; and

Can communicate their answers effectively.

Duties of the Director, Intermediaries Program include:

Design and implementation of an ACT Intermediary Program;

Recruitment and leadership of a multi-disciplinary team to deliver Program initiatives; and

Engagement with key stakeholders including police, legal professionals and the judiciary to design and monitor the Program.

This is a challenging role, which will require working closely with vulnerable witnesses, police, legal professionals and the judiciary. If you want to work in a collaborative, fast-paced environment to lead a ground-breaking access to justice program, this is the role for you.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

Note: This position is available for an immediate start. Selection may be based on application and referee reports only.

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

Interested applicants should prepare a two page pitch addressing the Selection Criteria and illustrating how your abilities, experience and qualifications make you the best person for this role. Please upload your pitch, along with a curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

Director of Public Prosecutions

Prosecutor

Legal

Policy Officer

Prosecutor Grade 3 \$118,087 - \$130,579, Canberra (PN: 00531)

Gazetted: 28 June 2019

Closing Date: 5 July 2019

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. As a Policy Officer you will possess analysis and problem-solving skills that bring a practical solutions-focus to complex policy issues. You will also prepare briefings and correspondence on a range of matters including Cabinet submissions. The successful applicant will have demonstrated their ability to interpret and apply legislation along with strong attention to detail, self-drive and initiative to drive projects forward to completion. The Office of the Director of Public

Prosecutions 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 LGBTQIA are encouraged to apply.

Eligibility/Other Requirements: Admitted to or eligible to practice as a Legal Practitioner in the ACT. The successful candidate will be required to undergo a National Police check.

How to Apply: Please submit a written application addressing the Selection Criteria, along with your current Curriculum Vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katie Cantwell (02) 6207 5399 katie.cantwell@act.gov.au

ACT Human Rights Commission

Victims of Crime Commissioner

Intermediary Program

Assistant Director, Intermediary Program

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44374)

Gazetted: 27 June 2019

Closing Date: 11 July 2019

Details: The ACT Victims of Crime Commissioner is seeking a highly-motivated individual to work with the Director to design and implement an Intermediaries Program within the ACT Human Rights Commission.

Intermediaries are impartial communication experts who ensure vulnerable witnesses can give their best evidence in criminal investigations and at trial by ensuring that they:

Understand the questions put to them; and

Can communicate their answers effectively.

Duties of the Assistance Director, Intermediaries Program include:

Contributing to the design and implementation of an ACT Intermediary Program;

Undertaking research and consultation to inform policy and procedural decisions associated with the Program; and

Maintaining strong relationships with key stakeholders including police, legal professionals and the judiciary to design and monitor the Program.

This is a challenging role, which will require working closely with vulnerable witnesses, police, legal professionals and the judiciary. If you want to work in a collaborative, fast-paced environment to deliver a ground-breaking access to justice program, this is the role for you.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

Note: This position is available for an immediate start. Selection may be based on application and referee reports only.

How to Apply: See the attached Position Description for further information regarding duties and responsibilities.

Interested applicants should prepare a two page pitch addressing the Selection Criteria and illustrating how your abilities, experience and qualifications make you the best person for this role. Please upload your pitch, along with a curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

ACT Government Solicitor

Solicitor General

Library and Information Manager

Senior Professional Officer Grade C \$106,043 - \$114,146, Canberra (PN: 43831, expected vacancy)

Gazetted: 27 June 2019

Closing Date: 11 July 2019

Details: The ACT Government Solicitor (ACTGS) is seeking a proactive client-service oriented librarian to manage the library and information service for the Justice and Community Safety Directorate and its portfolio agencies.

The Library sits within the ACT Government Solicitor and provides information resources and high level research to

staff of the Directorate. The Library and Information Manager will be responsible for overseeing the daily library operations, provision of information resources, in particular the annual renegotiation of its legal subscriptions, and providing a high level reference and research service with particular emphasis on legal research. The successful applicant will be proactive in identifying and addressing client information needs and developing and promoting high quality information services to Directorate staff. In order to be successful, you will need to have extensive experience in library and information services operations and service delivery. You will have the ability to lead, plan and manage the objectives of the position and the staff members that reports to you. The role requires you to think analytically and to develop new or revised systems, procedures, and work flow and to exercise initiative and independent judgement. If you are committed to excellence and have a strong desire to contribute to the diverse activities of the Territory, a career with ACTGS should be considered. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The successful applicant will possess a qualification from a tertiary institution in Librarianship or Information Management and be eligible for Associate membership of the Australian Library and Information Association (ALIA) together with experience in the provision of a law library service.

Note: This is a temporary position available immediately to January 2020 with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should address Behavioural Capabilities, detail relevant experience and outline Professional/Technical Skills and Knowledge as found in the Position Description. Your response should be no more than three pages. Applicants should also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maria Batzogiannis (02) 6205 3734 maria.batzogiannis@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**

Chief Operating Officer

People and Capability

Organisational Development

Training Advisor

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 15153, several)

Gazetted: 28 June 2019

Closing Date: 15 July 2019

Details: The People and Capability branch sits within the Chief Operating Officer Group. The Organisational Development section is responsible for the planning, development and management of programs that enhance the capability of the directorate to meet current and future business requirements. The Learning and Development team coordinates and delivers Induction and training to support directorate operations and whole of government initiatives and frameworks, as well as reporting. We are seeking to fill two positions through this process. One position is temporarily vacant for a period of six months with a high possibility of permanency, and the other position is a permanent vacancy. These positions are responsible for the administration and coordination of Transport Canberra and City Services (TCCS) directorate-wide core, operational, management and leadership training. This includes analysis of training needs, design and development, procurement, administration and reporting. The positions require the ability to develop and maintain networks across the directorate and with training service providers. The positions are also responsible for the delivery of TCCS core training programs when required. 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: Knowledge of Licencing and competency based training requirements is essential.

Note: There is a permanent position available and a temporary position available for six months with possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. 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: Applications should include a supporting statement of no more than three (3) pages outlining experience and ability in relation to the duties and the Selection Criteria and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bronwyn Chamberlain (02) 6205 0679 bronwyn.chamberlain@act.gov.au

Finance, Legal and Sustainability

Chief Finance Officer

Finance

Finance Business Partner

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 00640)

Gazetted: 02 July 2019

Closing Date: 24 July 2019

Details: The Finance team at Transport Canberra and City Services (TCCS) is seeking applications from experienced candidates for the Finance Business Partner (Senior Officer Grade C) position. This position will provide the business units within the directorate with financial analysis, budgeting, forecasting, reporting and advice on a range of financial issues and performance.

TCCS plays a key role in building Canberra's environmental, social and infrastructure capital as well as administering the majority of Canberra's municipal services and public transport functions. This includes providing and managing public libraries; collecting and recycling waste; managing and maintaining the Territory's roads, footpaths and cycling paths, streetlights, parks and reserves; and delivering Canberra's public transport through ACTION buses.

Eligibility/Other Requirements: Relevant tertiary qualifications in Accounting, Finance or related discipline and Chartered Institute of Management Accountants (CIMA), Certified Practising Accountant (CPA) Australia or Insurance Council of Australia (ICA) membership is highly desirable. Experience with TM1 and work experience in a similar business area will be an advantage.

Note: This is a temporary position available from 1 August 2019 to 28 August 2020. Selection may be based on application and referee reports only.

How to Apply: Please provide your curriculum vitae, brief responses to the Selection Criteria and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Manoj Duraibabu (02) 6205 4815 manoj.duraibabu@act.gov.au

Chief Operating Officer

Governance and Ministerial Services

Ministerial Services Unit

Cabinet Liaison Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 00498)

Gazetted: 01 July 2019

Closing Date: 15 July 2019

Details: The Cabinet Liaison Officer (CLO) reports to the Director, Ministerial Services and works within a Ministerial, Assembly and Cabinet Services section within the Governance and Ministerial Services branch. The position will have significant contact with TCCS officers, requiring a high degree of sensitivity, as well as a highly responsive approach in responding to tight deadlines. The CLO in TCCS is responsible for reviewing all Cabinet submissions open for consultation and disseminating them to the relevant areas of TCCS for comment. The CLO works closely with line areas to help support their business and proactively facilitate TCCS submissions and comments on Cabinet submissions for other directorates.

Note: This temporary position will commence immediately for six months with possibility of extension. This position is being re-advertised for a further two weeks. Previous applicants will be considered, or these applicants can choose to resubmit their applications.

How to Apply: Applicants are to submit updated curriculum vitae, and address each Selection Criteria as listed in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Clare Guest (02) 6207 9409 clare.guest@act.gov.au

City Renewal Authority

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

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

City Renewal Authority

Business Operations Office

Governance Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 35190)

Gazetted: 02 July 2019

Closing Date: 17 July 2019

Details: Love Canberra? Want to see it grow and prosper into a great liveable city, full of diverse and interesting places? Now's your chance to be a part of the team charged with leading the transformation to inject new life into the central parts of Canberra. The City Renewal Authority is looking for an enthusiastic and motivated individual to join the backbone of our organisation – the Business Operations team. This small team keeps the Authority running and is eager to find that special someone to fill the role of Governance Officer. Ideally that person will have experience providing secretariat services to boards, understand government processes, and even enjoy the occasional number crunching. Someone that works very effectively with the team, is willing and able to quickly learn, and excited about urban renewal is equally as important. If this sound like you and you're keen to help shape one of Lonely Planet's top 10 cities to visit, we'd love to hear from you.

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

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Gillman (02) 6207 2478 craig.gillman@act.gov.au

ACT Health

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

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

Corporate Services

Strategic Infrastructure

Executive Office

Executive Officer

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 43207)

Gazetted: 02 July 2019

Closing Date: 16 July 2019

Details: The Strategic Infrastructure Division 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 have highly developed interpersonal and negotiation skills with a demonstrated ability to establish and maintain strong and effective working relationships. You will provide high level administration,

corporate and governance support to the Executive Group Manager, Strategic Infrastructure. The position also has responsibility for providing secretariat level support to selected committees, and for the coordination and preparation of briefs, Cabinet submissions and other materials as needed. 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.

How to Apply: Applicants are asked to supply a written application addressing the Selection Criteria along with your current curriculum vitae, two referees and their contact detail.

Applications should be submitted via the Apply Now button below.

Contact Officer: Casey Hayne (02) 5124 9879 casey.hayne@act.gov.au

Health Systems, Policy and Research Group

Preventative and Population Health

Executive Support

Executive Assistant

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 16598)

Gazetted: 28 June 2019

Closing Date: 05 July 2019

Details: The ACT Health Directorate (AHD) is responsible for the stewardship of the health system in the ACT. AHD provides a strong policy and population health capability based on a foundation of world-leading health and medical research. The Preventative and Population Health (PPH) Branch Executive Support Office team includes the Executive Assistant, the Executive Officer and the Business Administration Officer, who together are responsible for providing executive support to the Executive Group Manager (EGM) and the Executive Branch Manager (EBM) as well as coordinating all financial and administrative business processes across the Branch. To be successful in the role of Executive Assistant you will be a dynamic and innovative individual, capable of effectively communicating with internal leaders and stakeholders. It is expected that the successful candidate will have the following attributes: Strong organisational skills with a high level of initiative; well-developed communication and interpersonal skills for liaising with staff at all levels in the organisation, external providers and external bodies; adaptability and flexibility to accommodate change and provide responsive services to meet the needs of the branch; ability to treat people with respect, working ethically and with integrity, respecting confidentiality, and approaching others in a diplomatic and tactful manner. 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.

How to Apply: Please provide your curriculum vitae and prepare response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fleur Joyce (02) 5124 9441 fleur.joyce@act.gov.au

Health Systems, Policy and Research

Public Health Protection and Regulation

Executive Support

Specialist/Senior Specialist

Specialist Band 1 - 5 \$164,470 - \$202,960, Canberra (PN: 17563)

Gazetted: 04 July 2019

Closing Date: 18 July 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.

Under the direction of the Chief Health Officer, the successful applicant will work with Divisional Officers to address a wide range of public health issues within the ACT and via representation on national committees. These include (but are not limited to) environmental health and food safety; regulation of medicines and therapeutic goods, communicable disease control; health emergencies and policy development across these areas.

Annual Salary Specialist Band 1-5: Indicative total package value of between: \$253,396 - \$312,366 inclusive of salary, applicable allowances and 10.5% super. Other allowances could include a value of up to \$271,494 - \$330,464 as applicable. Annual Salary Senior Specialist: Indicative total package value of \$341,850 inclusive of

salary, applicable allowances and 10.5% super. Other allowances could include a value of up to \$359,948 as applicable.

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

Eligibility/Other Requirements

Mandatory:

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

Fellowship of the Australasian Faculty of Public Health Medicine or of the Royal Australasian College of Medical Administrators.

Current driver's licence.

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

Desirable:

Previous experience working in a Public Health Unit in the area of health protection.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

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

How to Apply: Please provide your curriculum vitae and response to the Selection Criteria (no more than two pages).

Applications should be submitted via the Apply Now button below.

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

Canberra Health Services

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

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

Clinical Services

Women, Youth and Children's Services

Women's and Children's Health

Director of Nursing and Midwifery

Registered Midwife Level 5.5 \$164,734, Canberra (PN: 15570)

Gazetted: 04 July 2019

Closing Date: 8 August 2019

Details: About us:

Canberra Health Services (CHS) is a modern health service provider of most major medical and surgical sub-specialties. The CHS provides acute, sub-acute, primary, ambulatory and community-based health services to the Australian Capital Territory (ACT)—a catchment of over 400,000 people. The CHS also serves the surrounding south-eastern New South Wales region with a population in excess of 650,000. This region 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 620-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

Centenary Hospital for Women and Children (CHWC): a modern purpose built hospital located on the Canberra Hospital campus offering a range of inpatient and outpatient services for women, children and families including a range of community based 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 across the Territory from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments including within the Territory's detention facilities.

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

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

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, Canberra Institute of Technology the University of Canberra and the Australian Catholic University.

Women, Youth and Children's Services delivers services at a number of locations, including the Centenary Hospital for Women and Children inpatient and outpatient settings, community health centres and other community settings including peoples home. These services include:

Paediatrics and Children's Health

Neonatology

Maternity Services for Women and Babies

Community Health Programs for women and families.

Overview of the work area and position:

The Director of Nursing and Midwifery (DON/M), reports to the Executive Director Women, Youth and Children's Services (WY&C), and has a professional reporting line to the Executive Director Nursing and Midwifery. The DON/M will participate actively in the Divisions leadership team. There is an expectation that the successful applicant will maintain accountability for their own practice standards and education.

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 Executive Director – Women, Youth and Children's Health Services through an Individual Learning and Development Plan.

A key role will be to ensure nursing and midwifery engagement with the Division. The appointee will be expected to represent the Division both internally and externally in a range of strategic and planning forums.

The Director of Nursing/Midwifery, the Clinical Director, the Director of Allied Health and the Director of Community Care will work in partnership to ensure high quality outcomes for the people who use the services across the Division. The appointee will be expected to provide a high level of clinical leadership to ensure that allocated resources are managed to meet all service delivery targets.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

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

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

Undergo a pre-employment National Police check.

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

Contact Officer: Katrina Bracher (02) 5124 7389 katrina.bracher@act.gov.au

Operational Performance

Operational

Financial Operations Support

Director – Accounting, Compliance and Improvement

Senior Officer Grade A \$145,048, Canberra (PN: 44334)

Gazetted: 04 July 2019

Closing Date: 17 July 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 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.

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.

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

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

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

Located on the Canberra Hospital campus, Finance and Business Intelligence provide strategic and operational financial and performance information services to health service. Additionally, the branch manages revenue and patient accounts services and health information services.

The Director, Accounting, Compliance and Improvement is a critical leadership role within Finance and Business Intelligence Group contributing to the overall success by effectively managing all aspects of financial management including accounting, regulatory and financial reporting, asset control including cash management, revenue and debtors management, internal audit, process improvement, tax, risk management for the group, as well as the development of internal control policies and procedures.

Contact Officer: Andrew Gay (02) 5124 9651 andrewd.gay@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Services

Assistant Director of Nursing

Registered Nurse Level 4.2 \$129,289, Canberra (PN: 21908)

Gazetted: 04 July 2019

Closing Date: 18 July 2019

Details: 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:

Adult Acute Mental Health Services (AAMHS) incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Mental Health Consultation Liaison (MHCL) Team across the Emergency Department and The Canberra Hospital (TCH).

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

As the Assistant Director of Nursing (ADON) at AMHU and MHSSU, you will provide senior leadership for the clinical and administrative operations and the maintenance of the in-patient unit. This includes the day to day management of human, financial and material resources allocated to ensure the provision of safe, efficient, cost effective, high quality service to people in AMHU and MHSSU.

The position is supported by the AAMHS Operational and Clinical director in addition to a cohesive multi-disciplinary team of Consultant Psychiatrists and Psychiatry Registrars, Nurse Unit Manager, Clinical Nurse Consultant, Discharge Liaison Nurse, Clinical Nurse Educator and Nurses, Allied Health manager and clinicians, Office Manager and Administration Service Officers.

In collaboration with the medical staff, the Nurse Manager of the MHCL team and AMHU Allied Health Manager you will support the provision of evidence-based clinical interventions within standardised clinical processes. The ADON will also report against key performance indicators and promote a learning environment for the team.

Eligibility/Other Requirements:

Mandatory:

Approved tertiary qualifications or equivalent in nursing.

Current registration or eligibility for registration as a Registered Nurse with the Nursing and Midwifery Board of Australia, through the Australian Health Practitioner Regulation Agency (AHPRA).

Minimum of 12 months leadership or management experience.

Strong understanding of mental health services.

Desirable:

Post graduate qualifications in mental health nursing or working towards such.

Current driver's licence.

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*.

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

Note:

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

Contact Officer: Helen Braun (02) 5124 1623 helen.braun@act.gov.au

Clinical Services

Cancer and Ambulatory Support

Cancer Rapid Assessment Unit

Nurse Practitioner - Cancer Rapid Assessment Unit

Registered Nurse Level 4.2 \$129,289, Canberra (PN: 41367)

Gazetted: 04 July 2019

Closing Date: 18 July 2019

Details: 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 Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

ACT Health 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 Rapid Assessment Unit provides a dedicated point of access for cancer patients who have urgent care needs related to their cancer diagnosis or the treatment they are receiving, as an alternative to attending the emergency department.

The unit is staffed by Nurse Practitioners and Registered Nurses who work in collaboration with the patient's treating team. The Rapid Assessment Nurse Practitioner will work primarily within the Rapid Assessment Unit with development opportunities within the Canberra Region Cancer Centre and inpatient wards.

The Nurse Practitioner will receive professional development and formal clinical supervision from the Medical Officers and there are opportunities to participate in research, teaching and service development.

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.

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*.

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

Note:

The unit operates between 8am – 6pm Monday to Friday. The position is full-time, however, applications for part-time hours may be considered and the full-time salary noted above will be paid pro rata.

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

Clinical Services

Women, Youth and Children

Women's and Babies

Clinical Midwifery Manager Antenatal Ward

Registered Midwife Level 3.2 \$120,730, Canberra (PN: 01558)

Gazetted: 04 July 2019

Closing Date: 29 July 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 Division of Women, Youth and Children (WYC) offers a range of primary, secondary and tertiary services across the acute and community based sectors.

The Centenary Hospital for Women and Children (CHWC) is a tertiary centre providing specialised maternity and neonatology services for the ACT and surrounding regional areas.

The CHWC offers antenatal, birthing and postnatal services under various models of care aimed at providing woman and family centred care. Birthing options include midwifery led continuity models, midwifery care, maternity team care, working collaboratively with the multidisciplinary team as required. The CHWC is the tertiary referral service for the ACT and Southern NSW region.

The Maternity services are supported by a tertiary neonatal service including Neonatal Intensive Care (NICU), Special Care (SCN) and the regional retrieval service (ACT NETS).

Reporting to the Assistant Director of Nursing and Midwifery (Maternity), the Clinical Midwifery Manager will provide midwifery leadership and support staff to achieve excellence in clinical practice, working collaboratively with the multidisciplinary team and consumers of maternity and gynaecology services.

Eligibility/Other Requirements

Mandatory:

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

Extensive clinical experience in the relevant field.

Desirable:

Post graduate qualification in Midwifery Practice and/or,

Post graduate qualification in Management and/or Leadership

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check,

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

Contact Officer: Penny Maher (02) 5124 7392 penny.maher@act.gov.au

Clinical Services

Medicine

Clinical

Registered Nurse, Hospital in the Home

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 44403, several)

Gazetted: 04 July 2019

Closing Date: 15 July 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.

Overview of the work area and position

Hospital in the Home (HITH) is an inpatient service of the Canberra Health Service and provides access to acute healthcare for patients generally in their own home. Operating hours of the service are 0730 to 2200, seven days a week. Patients admitted to HITH are classified as inpatients and would otherwise require treatment to be conducted in a hospital inpatient ward. Patients receive the same treatment that they would have received if in a hospital bed.

The Registered nurse in this role will provide complex clinical care to patients, for example working independently while visiting patients in the home, providing guidance to other nurses, applying critical thinking, troubleshooting and coordinating of the complex needs of patients in the service. Advanced clinical assessment and escalation of clinical concerns to the medical staff.

The service requires driving to the patient's home to deliver the care. This role includes ward rounds to initiate and promote referrals to the HITH service.

Eligibility/Other Requirements

Mandatory:

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

A current driver's licence

Highly Desirable:

Venepuncture and IV Cannulation

Desirable:

Recent relevant medical surgical post registration experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note

This is temporary full time position for a six month period with a possibility of extension and or permanency. The hours of work are Monday to Friday with the possibility of various start times depending on operational requirements. Part-time hours will be considered.

Contact Officer: Louisa Andrews (02) 5124 3957 louisa.andrews@act.gov.au

Clinical Services

Women, Youth and Children

Women and Babies

Midwife

Registered Midwife Level 2 \$93,151 - \$98,728, Canberra (PN: 24095, several)

Gazetted: 04 July 2019

Closing Date: 31 December 2020

Details: 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 CHS's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

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

Overview of the work area and position:

The Centenary Hospital for Women and Children is a tertiary centre for the ACT and surrounding regional areas providing specialised maternity care high risk and vulnerable women and babies, along with midwifery led - maternity care for low risk well women and babies.

Eligibility/Other Requirements

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

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

Note:

There are several temporary and permanent positions available for Registered Midwife Level 2's available across all maternity services. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months. The successful applicants will be required to work a rotating roster seven days a week. Full-time and part-time hours will be considered.

Contact Officer: Penny Maher (02) 5124 7392 penny.maher@act.gov.au

Clinical Services

Cancer, Ambulatory and Community Services

Ambulatory Care

Clinical Development Nurse

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 10539)

Gazetted: 04 July 2019

Closing Date: 15 July 2019

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

CHS provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centered, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of CHS's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

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

Overview of the work area and position

The Central Outpatient Department (OPD) at Canberra Hospital sits within the Division of Cancer and Ambulatory (CAS). The OPD provides clinic based care to a wide variety of medical and surgical specialties. Nursing staff work predominantly across the surgical services including Orthopaedics, Plastics, Vascular, Urology, Ear Nose and Throat and Oral and Maxillo-facial.

The Outpatients Department CDN facilitates the education, training and clinical skills acquisition of nursing staff in the department. The CDN provides education, leadership, coordination and support to ensure the delivery of patient centered, evidence informed high quality nursing care.

Eligibility/Other Requirements

Mandatory:

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

Holds or working towards nationally recognized vocational competency units in competency assessment and work-based training, or tertiary units in clinical teaching and assessment or

Post graduate qualifications in Nursing or Clinical Education.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note

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

Contact Officer: Anne Douglas (02) 5124 4019 anne.douglas@act.gov.au

Clinical Services

Women, Youth and Children

Women, Youth and Children Community Health Programs

Children's Asthma Nurse Educator

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 22671, several)

Gazetted: 04 July 2019

Closing Date: 12 July 2019

Details: 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 Children's Asthma Education Service provides children, young people and their families with initial and continuing support to manage their asthma. This includes, but is not limited to, asthma triggers, symptom recognition, asthma medications, device technique and how to care for devices and spacers and how to follow an asthma action plan. The service also helps young people self-manage their asthma, helps families manage their child's wheezing in the first years of life and promotes symptom recognition and increasing independence for primary school aged children.

The Children's Asthma Education Service collaborates with GPs, paediatricians, specialists, pharmacists, hospital staff and the ACT Asthma Foundation to provide best practice in asthma management and provides information on asthma management to health care professions in a variety of Canberra Health Services roles and CIT child care students.

The position is based in the Community Health building at 1 Moore Street but you may attend clinics at health centres across the ACT.

Eligibility/Other Requirements

Mandatory:

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

Current driver's licence

Accredited Asthma Educator qualification

Desirable:

Spirometry qualification

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note

These are part-time positions available at 24 hours per week and the full-time salary noted above will be paid pro-rata. One Monday to Wednesday and the other Wednesday to Friday. Both are 24 hours a week 0800 to 1630hrs. Selection may be based on written application and referee reports only. One Monday to Wednesday and the other Wednesday to Friday. Both are 24 hours a week 0800 to 1630hrs.

Contact Officer: Carolyn Thomas (02) 5124 1631 carolyn.thomas@act.gov.au

Clinical Services

Medicine

Renal

Renal Electronic Medical Record Support Nurse

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 22316)

Gazetted: 04 July 2019

Closing Date: 16 July 2019

Details: 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

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

The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension clinics and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence based practice and is committed to partnering with patients to provide excellent care. The Clinical information and data coordinator nurse will be responsible for managing and developing Clinical Vision 5 (CV5) nursing capabilities including data retrieval across the Renal Network. The position is based at the Canberra Hospital in the ACT and reports to the Clinical Nurse Consultant of Renal Outpatients.

Eligibility/Other Requirements

Previous renal nursing experience is not mandatory for this position.

Mandatory:

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

Desirable:

Post graduate studies relevant to the speciality field

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police Check.

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

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

Note

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

Contact Officer: Alison Winsbury (02) 5124 3062 alison.winsbury@act.gov.au

Clinical Services

University of Canberra Hospital

Centre for Rehabilitation

Rehabilitation Care Coordinator

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 35918)

Gazetted: 04 July 2019

Closing Date: 16 July 2019

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

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

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

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

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

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

Overview of the work area and position

Rehabilitation, Aged and Community Services (RACS) 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 and Village Creek Centre in Kambah. The University of Canberra Hospital (UCH) is a stand-alone sub-acute rehabilitation facility that provides inpatient and outpatient rehabilitation services that include neurological, general, older persons and slow stream services. UCH is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population.

Eligibility/Other Requirements

Mandatory:

Tertiary qualifications or equivalent in an Allied Health Related Field and eligibility for membership of the appropriate professional organization.

Desirable:

Post Graduate studies in Health-related field

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note

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

Contact Officer: Maria Harman (02) 5124 8774 maria.harman@act.gov.au

Clinical Services

Medicine

Gastroenterology and Hepatology

Senior Research Officer

Senior Research Officer 1 \$78,197 - \$82,771, Canberra (PN: 26167)

Gazetted: 04 July 2019

Closing Date: 18 July 2019

Details: 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.

Overview of the work area and position:

The Gastroenterology and Hepatology Unit of The Canberra Hospital is studying the causes of Crohn's disease and ulcerative colitis (inflammatory bowel diseases - IBD) in research extending from the laboratory bench to clinical trials. We are involved in studies to identify potential bacterial triggers that may result in the development of these conditions, to determine how these micro-organisms interact with the host immune system and, ultimately, to develop better therapies. We are seeking a Senior Research Officer with a background in cellular immunology and molecular biology to perform this work.

Eligibility/Other Requirements:

Mandatory:

Bachelor of Science (preferably Biological, with the principal components being Immunology and/or Molecular Biology), or equivalent.

Training and certification in venepuncture

Desirable:

A PhD is highly desirable.

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

Undergo a pre-employment Police check

Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note:

This is a temporary position available for 12 months with the possibility of extension. This position is part-time at 22:03 hours per week and the salary noted above will be paid pro rata for part-time hours.

Contact Officer: Claire O'Brien (02) 5124 4023 claire.o'brien@act.gov.au

Clinical Services

Surgery and Oral Health

Medical Staff

Office Manager, Acute Surgical Unit

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 20011)

Gazetted: 04 July 2019

Closing Date: 17 July 2019

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

Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's' detention facilities.

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

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

Overview of the work area and position

The Acute Surgical Unit supports the role of the Emergency Department in rapid assessment and management of acutely unwell surgical patients. It is a high turnover unit with a focus on rapid transfer from the Emergency Department and rapid assessment and transfer/discharge.

It is expected that the successful applicant will provide high level administrative support, to assist in the strategic and operational processes required for the Director to undertake their accountability. This also includes the provision of high quality customer service to the consumers and staff of Canberra Hospital.

Eligibility/Other Requirements

Desirable

Working towards or holds a certificate in management, customer service, medical terminology or another relevant field.

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*.

Note

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

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

Clinical Services

Women, Youth and Children

Women and Babies

Midwife

Registered Midwife Level 1 \$67,078 - \$89,604, Canberra (PN: 19667, several)

Gazetted: 04 July 2019

Closing Date: 31 December 2020

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

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 Canberra Health Service 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 Service 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

Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multidisciplinary team.

Centenary Hospital for Women and Children (CHWC) is seeking Registered Midwives with an interest in working with postnatal women and babies in the Birthing environment. The Birthing unit is a Labour Birth Recovery Postnatal (LBRP) model where if a low risk woman and her baby are well after birth; discharge occurs from six hours.

We require suitably qualified midwives who would provide postnatal midwifery care and facilitate discharge into the ambulatory midwifery services. In a midwifery team environment, this position would also be required to provide care of more complex women and babies while waiting for transfer to the maternity wards.

Eligibility/Other Requirements

Mandatory:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Applicants require a minimum 12 month midwifery experience.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.
- Comply with Canberra Health Service Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes

There are several temporary and permanent positions available for Registered Midwife Level 1's available across all maternity services. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months. The successful applicants will be required to work a rotating roster seven days a week. Full-time and part-time hours will be considered.

Contact Officer: Penny Maher (02) 5124 7392 penny.maher@act.gov.au

Clinical Services

Medicine

Clinical

Registered Nurse, Hospital in the Home

Registered Nurse Level 1 \$67,078 - \$89,604, Canberra (PN: 44402, several)

Gazetted: 04 July 2019

Closing Date: 15 July 2019

Details: 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

Hospital in the Home (HITH) is an inpatient service of the Canberra Health Service and provides access to acute healthcare for patients generally in their own home. Operating hours of the service are 0730 to 2200, seven days a week. Patients admitted to HITH are classified as inpatients and would otherwise require treatment to be conducted in a hospital inpatient ward. Patients receive the same treatment that they would have received if in a hospital bed. The Registered nurse in this role will provide clinical care to patients, for example visiting patients in the home, simple and complex dressings, measuring vital signs and documentation, intravenous antibiotics, clinical assessment and escalation of clinical concerns to the medical staff. The service requires driving to the patient's home to deliver the care. This role includes ward rounds to initiate and promote referrals to the HITH service.

Eligibility/Other Requirements

Mandatory:

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

Holds current driver's licence

Desirable

Venepuncture and IV cannulation

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note

These are temporary positions available for a period of six months with possibility of extension and/or permanency. The hours of work are shift work pattern, working morning and evening shift only, seven days a week. After orientation and training being on call may be a potential requirement. Part time hours will be considered.

Contact Officer: Louisa Andrews (02) 5124 3957 louisa.andrews@act.gov.au

Clinical Services

Clinic Support Services

Pharmacy - TCH

Rotational Pharmacist

Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 28615, several)

Gazetted: 04 July 2019

Closing Date: 17 July 2019

Details: [About us](#)

Canberra Health Services is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of Canberra Health Services Quality Strategy and government priorities aligning them with Canberra Health Services Territory Wide Services Framework.

Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

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

The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including:

Pharmacy.

Biomedical Engineering

Acute Support Services

Medical Physics and Radiation Engineering

Nursing Operational Support

Overview of the work area and position

The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the Canberra Health Servicescommunity"

Under the broad direction of the Lead Pharmacists and Deputy Director of Pharmacy (Clinical), the Pharmacist will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service. The responsibility of this position is to provide clinical and operational pharmacy services across CHHS which may include off site facilities.

Eligibility/Other Requirements:

Mandatory:

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

Post-registration experience of working within the hospital pharmacy setting.

The Society of Hospital Pharmacist of Australia (SHPA) membership.

Completion of the SHPA Foundation Residency Program

Prior to commencement successful candidates will be required to:

Current Driver's license.

Undergo a pre-employment National Police check.

Comply with Canberra Health Services credentialing for Allied Health professionals.

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

Note:

The position holder will also integrate into the CHHS Pharmacy team and will provide a range of pharmacy services on a rostered basis during business hours and after hours, including on call.

Contact Officer: Hamed Lane (02) 5124 2121 hamed.lane@act.gov.au

Clinical Services

University of Canberra Hospital

Rehabilitation Aged and Community Services

Physiotherapist

Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 25539, several)

Gazetted: 04 July 2019

Closing Date: 17 July 2019

Canberra Health Service is a values-led service. 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 provide acute, sub-acute, primary and community-based health services to the ACT and surrounding region. 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.

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

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

The University of Canberra Hospital (UCH) is part of Canberra Health Services Health's planned network of health facilities designed to meet the needs of our ageing and growing population. It is a specialist centre for rehabilitation, recovery and research in collaboration with the University of Canberra. A number of RACS services work collaboratively with the individuals, his/her carers and other services within and external to Canberra Health Services.

Overview of the work area and position

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

Under professional supervision from the Lead Professionals for Physiotherapy and Exercise Physiology, Physiotherapists and Exercise Physiologists are responsible for the provision of rehabilitation services in individual or group based sessions, delivering high quality patient centred care and positive patient outcomes.

Eligibility/Other Requirements

Mandatory:

Degree in Physiotherapy.

Registered (or eligible for registration) with the Physiotherapy Board of Australia, Australian Health practitioners Regulatory Agency (AHPRA).

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note

These are temporary full-time and part-time positions available for up to six months with one position available for up to two years. If employed part-time the full-time salary noted above will be pro-rata. These positions will be required to participate in a weekend overtime rotation roster. Physiotherapists will be offered the opportunity to rotate through the variety of Physiotherapy related services within RACS, based at multiple locations.

Regular education sessions and journal clubs offer ongoing professional development opportunities. Opportunities for quality improvement activities and evaluation/audit of rehabilitation interventions are plentiful.

An order of merit list may be established to fill future vacancies at level over the next 12 months. UCH runs a rostered Saturday rehabilitation service at overtime rates, so there is the option of working Saturday instead of a weekday, or part-time hours which include the Saturday. Selection may be based on application and referee reports only.

Contact Officer: Judy Stone (02) 5124 0074 judy.stone@act.gov.au

Clinical Services

Critical Care

Critical Care Admin

Program Support Officer

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 40085)

Gazetted: 04 July 2019

Closing Date: 17 July 2019

Details: Canberra Health Services (CHS) is a modern health service provider of most major medical and surgical sub-specialties. The CHS provides acute, sub-acute, primary, ambulatory and community-based health services to the Australian Capital Territory (ACT)—a catchment of over 400,000 people. The CHS also serves the surrounding south-eastern New South Wales region with a population in excess of 650,000. This region 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 670 bed tertiary referral and teaching hospital providing most major medical and surgical sub-specialty services, including trauma services

The 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 (MHJHADS) 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.

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

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

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

The Centenary Hospital for Women and Children (CHWC) is located on the Canberra Hospital campus and offers a range of services for women, children and families.

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

The Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit (ICU), Emergency Department (ED), Medical Emergency Team (MET) and the medical outreach team, Early Recognition of the Deteriorating Patient program, Trauma Services, the Capital Region Retrieval Service (CRRS) and the Research and Service Development Unit.

Overview of the work area and position

The Emergency Medicine Education and Training (EMET) Program was established to improve care for patients requiring urgent and emergency care in Australia. The Commonwealth Department of Health has funded ACEM to administer the EMET program since 2011, as a component of the Emergency Medicine Program (EMP). The EMET Program is delivered by Canberra Hospital Emergency Department Specialists to a number of regional Emergency Departments in the surrounding regions.

Working closely with Emergency Medicine Specialists within the Canberra Hospital Emergency Department, the Program Support Officer is responsible for coordinating and supporting the EMET program.

Under limited direct supervision you will be responsible for liaising with training sites to facilitate their training requirements, confirming training dates and resource availability.

The Program Support Officer will collate data and prepare reports on training that has been undertaken for the Australasian College for Emergency Medicine (ACEM).

This position is based in the Emergency Department at Canberra Hospital and reports to the Operations Manager, Division of Critical Care.

Eligibility/Other Requirements

Desirable:

Current 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 available until 28 February 2021 with the possibility of extension. This is a part-time permanent position available at 7:21 hours per week and the full-time salary noted above will be paid pro-rata. Selection may be based on written application and referee reports only.

Contact Officer: Lindsay Ottaway (02) 5124 4500 lindsay.ottaway@act.gov.au

Clinical Services

Surgery and Oral Health

Surgical Wards

Administrative Assistant, Ophthalmology Outpatient Department

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 10762, several)

Gazetted: 04 July 2019

Closing Date: 17 July 2019

Details: About us

Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. CHS is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

Overview of the work area and position

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

Eligibility/Other Requirements

Mandatory

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

Desirable

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

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*.

Note

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

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

Clinical Services

Pathology

Pathology Admin

Clerical Support Officer, Pathology

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 34456)

Gazetted: 04 July 2019

Closing Date: 17 July 2019

Details: 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, 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

ACT Pathology is a department of Canberra Health Services (CHS) offering a diagnostic pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and the branch laboratory is located at the Calvary Hospital.

Overview of the work area and position

The Pathology Executive team is responsible for the strategic and operational management of ACT Pathology, ensuring the effective and efficient operation of strategic people management advice, policy and programs across Canberra Health Services.

Under general direction, the Clerical Support Officer will provide administrative assistance to Directors and Managers of ACT Pathology such as recruitment, performance planning, contract management support and general administration functions.

Eligibility/Other Requirements

Desirable:

Administrative, secretariat and word processing skills are highly desirable.

Previous employment in a clinical environment

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note

This position is part-time at 29:24 hours per week and the full-time salary noted above will be pro-rata. The general hours are 0900 – 1600 Monday to Friday. This position does NOT attract Typing Allowance.

Contact Officer: Jacqui Raby (02) 5124 7082 jacqui.raby@act.gov.au

Clinical Services

Women, Youth and Children Community Health Programs

North Regional Team

Administration Officer

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 28738)

Gazetted: 04 July 2019

Closing Date: 18 July 2019

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

Overview of the work area and position

The Administrative Service Officer Class 3 supports the effective and efficient processes and systems to enable delivery of high quality clinical services for the Maternal and Child Health and Allied health team based in the North Region of Canberra. Services are provided in a range of locations and in client's homes. The role will be based at the City Health Centre and may require support of other locations within the ACT.

Eligibility/Other Requirements:

Mandatory:

Current driver's licence

Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

Contact Officer: Mitchel Green (02) 5124 2776 mitchel.green@act.gov.au

Clinical Services

Medicine

Clinical

Enrolled Nurse, Hospital in the Home

Enrolled Nurse Level 1 \$60,837 - \$64,999, Canberra (PN: 44401)

Gazetted: 04 July 2019

Closing Date: 18 July 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.

Overview of the work area and position:

Hospital in the Home (HITH) is an inpatient service of the Canberra Health Service and provides access to acute healthcare for patients generally in their own home. Operating hours of the service are from 0730 to 2200, seven days a week. Patients admitted to HITH are classified as inpatients and would otherwise require treatment to be conducted in a hospital inpatient ward. The Enrolled Nurse in this role will work under the direction of the Registered Nurse to provide clinical care, for example visiting patients in the home, performing dressings, measuring vital signs and documentation. The service requires driving to the patient's home to deliver the care.

Responsibility Statement: To provide a competent and safe level of care commensurate with experience, to patients within Canberra Health Services.

Eligibility/Other Requirements:

Mandatory:

Diploma in Nursing or Equivalent

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

Hold a 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 Canberra Health Services Occupational Assessment, Screening and Vaccination policy, (OMU).

Note:

This is temporary position for a six month period with a possibility of extension and/or permanency. The hours of work are shift work pattern including morning and evening shifts only, seven days a week. Part time hours will be considered.

Contact Officer: Louisa Andrews (02) 5124 3957 louisa.andrews@act.gov.au

Clinical Services

Women, Youth and Children Community Health Programs

Child Health Targeted Support Services

Child at Risk Health Unit Customer Service Officer

Administrative Services Officer Class 2/3 \$55,934 - \$68,204, Canberra (PN: 17122)

Gazetted: 04 July 2019

Closing Date: 12 July 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 position is based at the Child at Risk Health Unit at The Canberra Hospital. The position provides administrative and general office support to the Women Youth and Children Department with duties including booking appointments, referral management, screening telephone calls, organisational and time management skills with an ability to liaise effectively with staff at all levels. A high level of knowledge and demonstrated ability in the use of health based IT systems including ACTPAS and Clinical Portal. This role requires demonstrated ability to ensure high quality customer service standards and to support and provide assistance to the Women, Youth and Children's Management team as necessary.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This position is part-time at (22:03) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Mitchel Green (02) 5124 2776 mitchel.green@act.gov.au

People and Culture

Expenditure Review

Employment Services

Senior Project Officer

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44420)

Gazetted: 04 July 2019

Closing Date: 15 July 2019

Details: 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.

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.

Working closely with the Canberra Health Services Divisions, the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including people policy and strategies, change management, human resource management, organisational development, diversity and inclusion, general clinical and leadership training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment. The Division also plans, designs, communicates and monitors the 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.

Eligibility/Other Requirements

Desirable:

Tertiary qualifications (or equivalent) in Project Management

Previous experience managing and delivering projects within a healthcare setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note

This is a temporary position available for a period of 18 months.

Contact Officer: Sean McDonnell (02) 5124 9911 sean.mcdonnell@act.gov.au

Clinical Services

Medical Services

Medical Officer Support, Credentialing, Employment and Training Unit

Senior Manager Credentialing and Scope of Clinical Practice

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 23763)

Gazetted: 04 July 2019

Closing Date: 18 July 2019

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

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

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

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

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

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

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

Overview of the work area and position

Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) has responsibility for:
The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the ACT Health Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, MOSCETU and CEO Canberra Health Services;

The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program; and

Manage the recruitment, rostering and administration related to the Junior Medical workforce.

This position of Senior Manager Credentialing and Scope of Clinical Practice, sits within the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) of Canberra Health Services. The role leads a small team to manage the operations of the credentialing and scope of practice process and manage the provision of secretariat to the scope of clinical practice committees under the *Health Act 1993*.

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 a period of 12 months with the possibility of extension.

Contact Officer: Tara Ross (02) 5124 7231 tara.ross@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Community Care

Clinical Nurse Consultant Oncology/Palliative Care

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 41417)

Gazetted: 04 July 2019

Closing Date: 17 July 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.

Overview of the work area and position

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

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

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

A number of RACS services work collaboratively with the individuals, his/her carers and other services within and external to CHS. This full-time consultancy role provides high level clinical leadership in an oncology/palliative care environment to staff managing patients with a broad range of needs. Consultation and liaison with the Community

Complex Care CNC's, Discharge Planners as well as other specialist practitioners focuses on enabling patients to remain independently in their own environment wherever possible.

Eligibility/Other Requirements

Mandatory:

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

Hold current driver's licence.

Desirable:

Tertiary or post graduate qualifications and recent experience in Oncology and Palliative Care applicable to the position

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note

This position is physically based at the City Health Centre.

Contact Officer: Gail Hawke (02) 5124 1672 gail.hawke@act.gov.au

Clinical Services

Donate Life

Donation Specialist Nursing Coordinator, Training Role

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 44369)

Gazetted: 04 July 2019

Closing Date: 12 July 2019

Details: About us

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

Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of Canberra Health Services Quality Strategy and government priorities, and aligning them with Canberra Health Services Territory Wide Services Framework.

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 Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

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

Australia is a world leader in clinical outcomes for transplant patients but has a longstanding shortage of organs and tissue for transplantation. The ACT Government is working with the Australian Government to implement a reform package of national initiatives to establish Australia as a world leader in organ and tissue donation for transplantation.

DonateLife ACT (DL) coordinates all organ and tissue donor activities across the ACT and region. It works with hospitals and hospital-based organ and tissue donation medical specialists and nurses across the ACT and region to provide professional donation services and encourage best practice. The agency aims to raise awareness about organ and tissue donation, encourage discussion about donation, offer compassionate support to donor families and manage effective services in organ and tissue donation.

Overview of the Work Area and Position

The main purpose of this position is to provide an opportunity for a senior Critical Care Nurse to develop the skills necessary to optimise organ and tissue donation for transplantation.

The training Donation Specialist Nurse Coordinator will work in collaboration with the State Medical Director Agency Manager, Donation Medical Specialists and Donation Specialist Nurse Coordinators in a range of clinical processes, education and awareness raising activities, in accordance with nationally consistent programs and protocols to optimise organ and tissue donation within the ACT.

Eligibility/Other Requirements:

Mandatory:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current driver's licence

Desirable:

- Post-registration qualifications in a critical care specialty or a minimum of 5 years post graduate experience in a critical care area;

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

- Undergo a pre-employment National Police check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note:

This vacancy is temporary for 12 months with possible extension.

Contact Officer: Nadia Burkolter (02) 5124 5624 nadia.burkolter@act.gov.au

Clinical Services

Medicine

Clinical

Clinical Care Coordinator, Medical Day Unit

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 44405)

Gazetted: 04 July 2019

Closing Date: 15 July 2019

Details: 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

The Medical Day Unit (MDU) located at the Canberra Hospital specialises in the care and support of patients receiving day medical therapy (usually by IV infusion) often used in the treatment and management of chronic illness. MDU is a 14 bed unit that offers day treatment services to the residents of the ACT as well as surrounding Southern NSW region. The role of this unit is to coordinate the infusion treatments for patients with chronic complex conditions that require long term treatments such as Biologics used in Rheumatology and Gastroenterology. Minor medical procedures are also undertaken in the unit. Opening hours of the unit are Monday to Saturday 0830 to 1700. Not open on public holidays.

The Clinical Care Coordinator of the MDU is responsible for providing clinical leadership for the day to day activities in the MDU including: advanced clinical assessment and care to patients, coordinating the day clinics, ensuring adequate pharmacy supplies within the unit as well the coordination of the infusion orders in a timely manner. Assist nurses in IV cannulation techniques and venepuncture and refer to the Intravenous access team for

difficult venous access. Utilise advanced practice nurses in other areas to ensure evidence-based treatment is delivered.

Eligibility/Other Requirements

Mandatory:

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

Highly Desirable:

Holds or is working towards a tertiary management and/or Nursing qualification

Cannulation, venepuncture and CVAD competency.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note

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

The hours of work are Monday to Friday 0830 to 1700, with flexibility to attend clinical meetings when required outside of these hours.

Contact Officer: Louisa Andrews (02) 5124 3957 louisa.andrews@act.gov.au

Clinical Services

People and Culture

Workforce Culture and Leadership

Senior Advisor, Workforce Culture and Leadership

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 17885, several)

Gazetted: 04 July 2019

Closing Date: 18 July 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.

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.

As one of our highly-valued and sought-after Senior Advisors, you will:

Facilitate meetings and workshops to clients on topics such as business planning, team development, change management, performance management and leadership/management development.

Work in partnership with clients, including senior executives, managers and employees to analyse issues and develop solutions to promote positive workplace cultures.

Work collaboratively with your HR colleagues to provide holistic and comprehensive HR services to meet our clients' needs.

Eligibility/Other Requirements:

Desirable:

Training and facilitation skills and experience are important – relevant qualifications an advantage

Health care experience is not essential

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note:

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

Contact Officer: Flavia D'Ambrosio (02) 5124 9585 flavia.d'ambrosio@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health

Manager, Assertive Community Outreach Service

Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 18392)

Gazetted: 04 July 2019

Closing Date: 16 July 2019

Details: 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.

Overview of the work area and position

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

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

- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Justice Health Services
- Rehabilitation and Specialty Mental Health Services

This Psychologist position is based in the Assertive Community Outreach Service. The Assertive Community Outreach Service (ACOS) is a dynamic and supportive multidisciplinary team providing assertive community outreach treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and

effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new model of care is underpinned by principles of recovery and aims to:

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

Clarify and delineate 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

Eligibility/Other Requirements

Mandatory:

Tertiary qualifications or equivalent in Nursing, Occupational Therapy, Psychology or Social

Work with current unconditional AHPRA registration where applicable and/or eligibility for membership of the appropriate professional organisation.

Strong understanding of adult community mental health services.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with CHS credentialing requirements for allied health.

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

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

Note

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

Contact Officer: Amaly Khalaf (02) 5124 1533 amaly.khalaf@act.gov.au

Clinical Services

Allied Health Adviser

Project Officer - Allied Health

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44390)

Gazetted: 04 July 2019

Closing Date: 18 July 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

This position is based in the Office of the Executive Director Allied Health (EDAH), CHS at the Canberra Hospital.

The Office of the Executive Director Allied Health CHS provides professional and strategic leadership, for Allied Health professions within CHS and for collaborating, providing advice and advocacy to the ACT Government regarding Allied Health related matters. The EDAH Office is responsible for assisting in the delivery of workforce reforms, and for strengthening and developing CHS wide Allied Health services through innovative models of care and service delivery and representing the territory on relevant national forums.

The primary responsibilities of this position will be to lead and manage the implementation of health professional projects arising from the 2018-2021 Agreement in collaboration with stakeholders.

Eligibility/Other Requirements

Desirable

Previous experience in project management

Previous experience in working in clinical IR/HR services in a public health setting

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note

This is a temporary full-time position available for nine months.

Contact Officer: Kerry Boyd (02) 5124 4776 kerry.boyd@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Care

Community Care Program

Community Care Occupational Therapy Manager

Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 22027)

Gazetted: 04 July 2019

Closing Date: 19 July 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.

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 rehabilitation, 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 Occupational Therapy services are offered from community health centres and in patient homes across the ACT. The service provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care Occupational Therapy also provides services for the National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

We pride ourselves on our continual drive for high quality patient care. The manager is responsible for overseeing and achieving efficient and effective patient centred services, staffing and resource management. In this role you will be part of a friendly and engaging inter-professional management team.

This full time leadership role is a great opportunity for an experienced senior clinician to stretch themselves and explore their passion for health service management.

Eligibility/Other Requirements

Mandatory:

Degree in Occupational Therapy, or recognised equivalent.

Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note

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

Contact Officer: Dominic Furphy (02) 5124 1671 dominic.p.furphy@act.gov.au

Clinical Services

Rehabilitation, Aged Care and Community Care

Community Care Program

Community Care Program Nutrition Manager

Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 29656)

Gazetted: 04 July 2019

Closing Date: 12 July 2019

Details: 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.

Overview of the work area and position

Community Care Nutrition services are offered from community health centres and in patient homes across the ACT. The team provides nutrition assessment and intervention for a wide range of nutrition issues, complex and

chronic medical conditions including enteral nutrition, chronic renal failure and haemodialysis, weight management, gastrointestinal disorders, malnutrition and wound healing. Community Care Nutrition also provides services for National Disability Insurance Scheme participants.

We pride ourselves on our continual drive for high quality patient care. The manager is responsible for overseeing and achieving efficient and effective patient centred services, staffing and resource management. In this role you will be part of a friendly and engaging inter professional management team.

Eligibility/Other Requirements

Mandatory:

Degree in Nutrition and Dietetics, or recognized equivalent.

Eligible for Accredited Practising Dietitian status with the Dietitian's Association of Australia.

Desirable:

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with CHS credentialing requirements for allied health.

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

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

Note

This is a temporary backfill for periods of leave, with the possibility of permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Dominic Furphy (02) 5124 1671 dominic.furphy@act.gov.au

Clinical Services

Clinic Support Services

Pharmacy - TCH

Dispensary Lead Pharmacist

Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 26204)

Gazetted: 04 July 2019

Closing Date: 17 July 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.

Overview of the work area and position:

The Pharmacy sits within the Office of the Executive Director of Medical Services (EDMS) which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community. Under the broad direction of the Deputy Director of Pharmacy- Operations, the Dispensary Lead Pharmacist will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe,

efficacious and patient centred service. The responsibility of this position is to provide leadership, management, and coordination of the entire dispensary service. This position will also include advanced clinical, education, research and quality improvement roles.

Eligibility/Other Requirements:

Mandatory:

Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia.

Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive clinical pharmacy experience deemed equivalent

Desirable:

Research experience and/or publication in peer reviewed journals.

Project management experience.

The Society of Hospital Pharmacist of Australia (SHPA) membership.

Current driver's licence.

Prior to commencement successful candidates may be required to:

Undergo a pre-employment National Police check.

Comply with Canberra Health Services credentialing for Allied Health professionals.

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

Note:

This is a temporary position available for 12 months with the possibility of extension and/or permanency. The position holder will also integrate into the CHS Pharmacy team and will provide a range of pharmacy services on weekends, after hours and public holidays as rostered, including on call.

Contact Officer: Daniel Lalor (02) 5124 2121 daniel.lalor@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Care

Community Care Program

Community Care Podiatry Manager

Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 21448)

Gazetted: 04 July 2019

Closing Date: 12 July 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.

Overview of the work area and position:

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.

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. Community Care Podiatry provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

We pride ourselves on our continual drive for high quality patient care. The manager is responsible for overseeing and achieving efficient and effective patient centred services, staffing and resource management. In this role you will be part of a friendly and engaging interprofessional management team.

The Community Care Program is seeking expressions of interest from suitably qualified and experienced health professionals to cover the Podiatry Manager position for temporary periods as required over the coming 12 months.

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 driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for Allied Health Profession.

Note:

This is a temporary position available for two months with the possibility of extension and/or permanency. This recruitment will be used for any additional manager leave backfill opportunities for the next 12 months.

Contact Officer: Dominic Furphy (02) 5124 1671 dominic.furphy@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Senior Officer Grade B \$124,891 - \$140,596

Sophie Louise Carmody 853-11560, Section 68(1), 1 July 2019

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

Chalani Darshani Millawithanachchi 858-72659, Section 68(1), 1 July 2019

Administrative Services Officer Class 4 \$70,359 - \$76,184

Gabriella Rovolis 846-95865, Section 68(1), 3 July 2019

Administrative Services Officer Class 3 \$63,374 - \$68,204

Nopphakorn Saenpanya 858-73862, Section 68(1), 1 July 2019

General Service Officer Level 8 \$66,850 - \$70,639

Tyren Lee: 858-69417, Section 68(1), 1 July 2019

Community Services

Administrative Services Officer Class 3 \$63,374 - \$68,204

Amanda Andreatta 858-56202, Section 68(1), 27 June 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Laura Black 858-55015, Section 68(1), 1 July 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Emma Corrigan 853-78597, Section 68(1), 1 July 2019

Administrative Services Officer Class 3 \$63,374 - \$68,204

Jamie Renae Martin 858-56085, Section 68(1), 27 June 2019

Senior Officer Grade C \$106,043 - \$114,146

Clare Pascoe 858-68860, Section 68(1), 3 July 2019

Administrative Services Officer Class 5 \$78,197 - \$82,771

Katherine Russell 858-65440, Section 68(1), 5 July 2019

Senior Officer Grade C \$106,043 - \$114,146

Imogen Gambale 858-67788, Section 68(1), 1 July 2019

Education

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

Avon Dissanayake 858-72093, Section 68(1), 1 July 2019

Administrative Services Officer Class 5 \$78,197 - \$82,771

Madeleine Finch 858-28287, Section 68(1), 4 July 2019

Senior Officer Grade C \$106,043 - \$114,146

Kimberley Louise Peisley 858-73520, Section 68(1), 1 July 2019

Senior Officer Grade C \$106,043 - \$114,146

Kirri Robinson 858-74718, Section 68(1), 1 July 2019

School Assistant 3 \$53,889 - \$57,998

Clare Swanston 858-23558, Section 68(1), 3 July 2019

Professional Officer Class 2 \$84,257 - \$96,430

Teresa Thomas 858-23398, Section 68(1), 25 June 2019

Environment, Planning and Sustainable Development

Administrative Services Officer Class 5 \$78,197 - \$82,771

Anne Baker 858-53095, Section 68(1), 1 July 2019

Administrative Services Officer Class 5 \$78,197 - \$82,771

Robin Taylor 853-79178, Section 68(1), 1 July 2019

Justice and Community Safety

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

Gavan Brookman 858-74259, Section 68(1), 27 June 2019

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

Sean Carter 858-74267, Section 68(1), 27 June 2019

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

James Clews 858-74275, Section 68(1), 27 June 2019

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

Kieran Curtis 858-74283, Section 68(1), 27 June 2019

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

James Desaxe 858-74291, Section 68(1), 27 June 2019

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

Kasey Dragisic 858-74304, Section 68(1), 27 June 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Jackson Dunkley 858-74769, Section 68(1), 24 June 2019

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

Gareth Evans 858-74312, Section 68(1), 27 June 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Kristy Lee Gavin-Brownell 848-79648, Section 68(1), 2 July 2019

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

Sean Guinard 858-74320, Section 68(1), 27 June 2019

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

Reuben House 858-74339, Section 68(1), 27 June 2019

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

Timothy Ipkendanz 858-74355, Section 68(1), 27 June 2019

Senior Officer Grade C \$106,043 - \$114,146

Peter Krupka 858-52578, Section 68(1), 1 July 2019

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

Ryan Kyprianou 858-74363, Section 68(1), 27 June 2019

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

Benjamin Leaper 858-74371, Section 68(1), 27 June 2019

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

Kristie Matthews 858-74398, Section 68(1), 27 June 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Daniel Penca 858-73600, Section 68(1), 1 July 2019

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

Bradley Shooks 858-74400, Section 68(1), 27 June 2019

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

Clair Thornton 858-74419, Section 68(1), 27 June 2019

Administrative Services Officer Class 3 \$63,374 - \$68,204

Ashley Tootell 858-61490, Section 68(1), 4 July 2019

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

Mark Trevillian 858-74427, Section 68(1), 27 June 2019

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

Timothy Warwick 858-74435, Section 68(1), 27 June 2019

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

Gregory Williams 858-74443, Section 68(1), 27 June 2019

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

Claudia Woolfe 858-74451, Section 68(1), 27 June 2019

Transport Canberra and City Services

Bus Operator - Training \$68,960

Immaculada O'Reilly 858-68940, Section 68(1), 26 June 2019

Senior Officer Grade A \$145,048

Susan Wilkins 853-53576, Section 68(1), 1 July 2019

Canberra Health Services

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

Jessymol Joby 845-01688, Section 68(1), 1 July 2019

Enrolled Nurse Level 1 \$60,837 - \$64,999

Leonie Keen 858-74064, Section 68(1), 1 July 2019

Administrative Services Officer Class 2/3 \$55,934 - \$68,204

Hui Lam 859-53942, Section 68(1), 20 June 2019

Health Professional Level 2 \$65,216 - \$89,528

Finbar Mossel 858-74080, Section 68(1), 1 July 2019

Registered Nurse Level 2 \$93,151 - \$98,728

Julianne Solway 861-32767, Section 68(1), 1 July 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Conrad Tuazon 847-02869, Section 68(1), 24 June 2019

Technical Officer Level 1 \$57,759 - \$60,556

Caitlyn Warren 858-74072, Section 68(1), 24 June 2019

Administrative Services Officer Class 2 \$55,934 - \$61,764

Lucy Welch 859-52878, Section 68(1), 8 July 2019

ACT Health

Administrative Services Officer Class 6 \$84,257 - \$96,430

Elle Greet 857-92421, Section 68(1), 1 July 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Rosina Johnson 859-52624, Section 68(1), 1 July 2019

Senior Officer Grade B \$124,891 - \$140,596

Nicole Jones De Rooy 853-59417, Section 68(1), 1 July 2019

Registered Nurse Level 3.1 \$105,372 - \$109,709

Ji Shi 858-65205, Section 68(1), 1 July 2019

TRANSFERS

Chief Minister, Treasury and Economic Development

Alexandra Nicole Drake: 816-8047

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development Directorate

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development, Canberra (PN. 30706) (Gazetted 9 April 2019)

Canberra Health Services

Rohit Batra: 827-36045

From: Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade)

Canberra Health Services

To: Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 12678) (Gazetted 29 November 2018)

Veronique Clyde: 836-00705

From: Allied Health Assistant 3 \$64,509 - \$67,676

Canberra Health Services

To: Allied Health Assistant 3 \$64,509 - \$67,676

Canberra Health Services, Canberra (PN. 43949) (Gazetted 15 May 2019)

Roxanne Orford-Dunne: 844-34999

From: Registered Nurse Level 3.1 \$106,795 - \$111,190

Canberra Health Services

To: Registered Nurse Level 3.1 \$106,795 - \$111,190

Canberra Health Services, Canberra (PN. 19611) (Gazetted 16 May 2019)

Jessica Van Bridges: 834-51519

From: Registered Nurse Level 2 \$93,151

Canberra Health Services

To: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services, Canberra (PN. 09576) (Gazetted 2 May 2019)

PROMOTIONS

Canberra Institute of Technology

Education and Training Services

Student and Academic Services

Library and Learning Services

Daniel Stapleton: 821-01250

From: Administrative Services Officer Class 3 \$63,374 - \$68,204

Canberra Institute of Technology

To: Administrative Services Officer Class 4 \$70,359 - \$76,184

Canberra Institute of Technology, Canberra (PN. 55113) (Gazetted 25 June 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

Commercial Services and Infrastructure

Property and Venues

National Arboretum Canberra

Ahmed Khan: 827-20772

From: Senior Officer Grade C \$106,043 - \$114,146

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$124,891 - \$140,596

Chief Minister, Treasury and Economic Development, Canberra (PN. 42990) (Gazetted 7 June 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.

Shared Services

Technology Services

ICT Security

Christopher Joseph Russell: 853-8100

From: Information Technology Officer Class 1 \$68,204 - \$77,639

Shared Services ICT

To: Information Technology Officer Class 2 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development, Canberra (PN. 14376) (Gazetted 17 May 2019)

Shared Services ICT

Strategic Business

Business Enablement and Analysis Services

Veronica Morados: 84400764

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

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade B \$123,227 - \$138,723

Chief Minister, Treasury and Economic Development, Canberra (PN. 37007) (Gazetted 22 March 2019)

Community Services

Children Youth and Families

Child and Youth Protection Services

Promise Igba: 848-77183

From: Health Professional Level 2 \$65,216 - \$89,528

Community Services

To: Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade)

Community Services, Canberra (PN. 04245) (Gazetted 31 January 2019)

Housing ACT

Gateway Services

Anastasia Frieda Kamilo: 825-47471

From: Administrative Services Officer Class 3 \$63,374 - \$68,204

Canberra Health Services

To: †Administrative Services Officer Class 5 \$78,197 - \$82,771

Community Services, Canberra (PN. 26810) (Gazetted 1 November 2018)

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

Education

Business Services Division

People and Performance

Human Resources Strategy

Jonathan Feng: 853-46798

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Education

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Education, Canberra (PN. 42217) (Gazetted 28 March 2019)

Business Services Division

Infrastructure and Capital Works

Asset Strategies

Katrina Lee Flint: 772-17558

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Education Directorate

To: Infrastructure Officer 2 \$84,359 - \$97,055

Education, Canberra (PN. 43687) (Gazetted 1 May 2019)

School Performance and Improvement

Tuggeranong Network

Isabella Plains Early Childhood School

Aimee Hunter: 824-56641

From: Classroom Teacher \$68,022 - \$101,821

Education

To: †School Leader C \$117,515

Education, Canberra (PN. 16263) (Gazetted 2 May 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.

School Performance and Improvement

South and Weston Network

Lyons Early Childhood School

Robyn Elizabeth Strangward: 785-52569

From: School Leader B \$136,828

Education

To: †School Leader A \$150,276 - \$180,443

Education, Canberra (PN. 14751) (Gazetted 15 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.

Environment, Planning and Sustainable Development

Planning, Land and Building Policy

Land Supply and Policy

Land Economics and Strategy

Jennifer Finlay: 820-71784

From: Senior Officer Grade B \$124,891 - \$140,596

Environment, Planning and Sustainable Development

To: †Senior Officer Grade A \$145,048

Environment, Planning and Sustainable Development, Canberra (PN. 18985) (Gazetted 13 February 2019)

Justice and Community Safety

Corporate

People and Workplace Strategy

Timothy Geoghegan: 817-51550

From: Senior Officer Grade C \$106,043 - \$114,146

Justice and Community Safety

To: †Senior Professional Officer Grade B \$124,891 - \$140,596

Justice and Community Safety, Canberra (PN. 11102) (Gazetted 31 May 2019)

Legislation, Policy and Programs

Road Safety and Transport Regulation / Civil Law

Transport Regulation / Housing and Consumer Protection Section

Alison Rebecca Kemp: 823-04445

From: Senior Officer (Technical) Grade C \$106,043 - \$114,146

Justice and Community Safety

To: †Senior Officer Grade B \$124,891 - \$140,596

Justice and Community Safety, Canberra (PN. 39619) (Gazetted 1 March 2019)

Transport Canberra and City Services

City Services

City Presentation

Domestic Animal Services

Michelle Corlett: 853-60979

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Transport Canberra and City Services

To: †Senior Officer Grade C \$106,043 - \$114,146

Transport Canberra and City Services, Canberra (PN. 43849) (Gazetted 13 May 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.

Canberra Health Services

Canberra Hospital and Health Services

Melanie Allen: 856-73094

From: Registered Nurse Level 1 \$67,078 - \$89,604

Canberra Health Services

To: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services, Canberra (PN. 10844) (Gazetted 16 May 2019)

Clinical Services

Jennifer Chu: 840-49118

From: Registered Nurse Level 1 \$67,078 - \$89,604

Canberra Health Services

To: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services, Canberra (PN. 23170) (Gazetted 9 May 2019)

People and Culture

Julia Dival: 749-68962

From: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services

To: †Registered Nurse Level 3.1 \$106,795 - \$111,190

Canberra Health Services, Canberra (PN. 26326) (Gazetted 30 May 2019)

Canberra Hospital and Health Services

Nicole Harrap: 540-50776

From: Health Professional Level 2 \$65,216 - \$89,528

Canberra Health Services

To: Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 27123) (Gazetted 7 February 2019)

Clinical Services

Daniela Pena: 853-74940

From: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services

To: †Registered Nurse Level 3.1 \$106,795 - \$111,190

Canberra Health Services, Canberra (PN. 36274) (Gazetted 16 May 2019)

Canberra Hospital and Health Services

Rosalie Poesiat: 847-26801

From: Health Professional Level 2 \$65,216 - \$89,528

Canberra Health Services

To: Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 38917) (Gazetted 17 May 2018)

Canberra Hospital and Health Services

Radha Poudel: 853-61269

From: Registered Nurse Level 1 \$67,078 - \$89,604

Canberra Health Services

To: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services, Canberra (PN. 14622) (Gazetted 9 May 2019)

Canberra Hospital and Health Services

Nicole Stubbs: 845-03624

From: Registered Nurse Level 1 \$67,078 - \$89,604

Canberra Health Services

To: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services, Canberra (PN. 14882) (Gazetted 9 May 2019)

Clinical Services

Margaret Wooldridge: 820-99007

From: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services

To: †Registered Nurse Level 3.2 \$120,730

Canberra Health Services, Canberra (PN. 21306) (Gazetted 2 May 2019)