



ACT Government Gazette

Gazetted Notices for the week beginning 15 August 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

Performance Audit

Senior Auditor - Performance Audit

Senior Auditor \$85,091 - \$103,624, Canberra (PN: 11185)

Gazetted: 21 August 2019

Closing Date: 6 September 2019

Details: The ACT Audit Office is seeking people with excellent analytical, research and investigatory skills to join the Performance Audit team. As a Senior Auditor you will be responsible for assisting in the planning and implementation of performance audits and other reviews and investigations of the operations of ACT public sector entities. 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. 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 accountability in the public administration of the Australian Capital Territory. To achieve this the ACT Audit Office undertakes a range of activities which include conducting performance audits and financial statement audits and considering public interest disclosures received under the *Public Interest Disclosure Act 2012*. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. All applicants must have high level spoken English. All ACT Audit Office 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.

Note: A Selection Advisory Committee will conduct shortlisting and a selection process based on written applications and an interview. 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 address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jonathan Brown (02) 6205 2438 jonathan.brown@act.gov.au

Financial Audit

Director, Financial Audit

Senior Audit Manager \$125,048 - \$145,048, Canberra (PN: 44946)

Gazetted: 16 August 2019

Closing Date: 2 September 2019

Details: The ACT Audit Office is seeking an individual with the highest level of personal integrity and excellent accounting, audit, information technology, investigatory, communication and interpersonal skills to join the

financial audit team. As a Director, you will be primarily responsible for leading and managing audit teams consisting of auditors, contractors and consultants to complete a major portfolio 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 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.

Note: New staff will be offered a salary of between \$125,048 to \$145,048, plus employer superannuation contributions and other conditions of service.

How to Apply: Please submit your curriculum vitae and a response of no more than four pages addressing Section A of the Selection Criteria, outlined in the Position Description. 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: Rosario San Miguel (02) 6207 0905 rosario.sanmiguel@act.gov.au

Calvary Health Care ACT (Public)

Medical

Gynaecology & Obstetrics

Registrar

REGISTRAR 1 - 4 \$98,704 - \$123,327, Canberra (PN: LP6861)

Gazetted: 21 August 2019

Closing Date: 8 September 2019

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

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

Reference Number: 10308

Contact Officer: Nicole McCosker 02 6201 6438 nicole.mccosker@calvary-act.com.au

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

Chief Minister, Treasury and Economic Development

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

Communications and Engagement

Communications and Engagement

Content Stream

Digital Communications Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 34321)

Gazetted: 15 August 2019

Closing Date: 29 August 2019

Details: The Content team is audience driven and the directorate's channel owners, managers and architects for the directorate. Your team will self-generate work, informed by research and insights, working across the directorate. It is responsible for informing the community, listening to conversations and delivering communications products including social media posts, websites, speeches, media releases and responses, marketing campaigns and design. If you're successful, your role in the team will be to develop, deliver and improve content across our directorate channels and also to create engaging and interactive content strategies for Chief Minister, Treasury and Economic Development Directorate (CMTEDD) projects, services and initiatives including our Awards programs. You will also liaise effectively with a range of internal and external stakeholders, including media representatives. 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: Relevant tertiary qualifications or a minimum of two years' experience working professionally in the fields of Digital Communications, Media, Public Relations, Marketing, or Strategic Communications is essential. The ability to work flexibly with some out of hours work is required.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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: Please provide a written application that addresses the Selection Criteria in a two-page pitch, along with your curriculum vitae, two referees and their contact details.

Contact Officer: Fiona Dolan (02) 6207 1757 fiona.dolan@act.gov.au

Applications should be submitted via the Apply Now button below.

Policy and Cabinet

Economic and Regional Policy Branch

Regulation and Productivity

Policy Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 38638)

Gazetted: 20 August 2019

Closing Date: 3 September 2019

Details: The Economic and Regional Policy Branch's Regulation and Productivity team supports the Chief Minister, Attorney-General and Minister for Business and Regulatory Services in shaping and leading key government reform initiatives. The team works in collaboration with Directorates to provide policy advice and support in achieving the Government's strategic priorities for regulatory matters. The successful applicant will develop, deliver and evaluate best practice, well evidenced communications and community engagement projects in line with identified Chief Minister, Treasury and Economic Development Directorate (CMTEDD) priorities. We're looking for a strategic planner who brings an audience-first lens to their work, informed by research, insights and evaluation. CMTEDD supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Professional / Technical Skills and Knowledge

Demonstrated research and analytical skills with the capacity to undertake and provide strategic policy direction and advice.

Demonstrated experience in the delivery of Government policy with the ability to understand and proactively engage on issues from a whole of government perspective.

Behavioural Capabilities

Demonstrated oral and written communication skills and the ability to manage relationships and undertake effective liaison.

Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

Resilience under time constraints and contribution to a fun and supportive work environment.

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

How to Apply: Please provide a written application that addresses the Selection Criteria in a two-page pitch, along with your curriculum vitae, two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Lawrence (02) 6205 7234 ian.lawrence@act.gov.au

Economic and Financial Group

Economic and Financial Analysis

Assistant Director/Policy Analyst, Economic and Financial Analysis

Administrative Services Officer Class 6/Senior Officer Grade C \$84,257 - \$114,146, Canberra (PN: 55085)

Gazetted: 20 August 2019

Closing Date: 27 August 2019

Details: The Economic and Financial Analysis Branch provides advice on Treasury matters in the areas of tax and revenue reform, revenue forecasts and economic policy and regulation. A small team is being set up within the Branch during the 2019/2020 financial year to enable it to effectively support the work of the Tax Reform Advisory Group. This advisory group has been established to assist the ACT Government to undertake a detailed analysis of the impacts and outcomes of the ACT Government's tax reform program. This analysis will provide up to date advice on the impacts and outcomes of tax reform to date, and help inform policy settings for the third five-year phase of the ACT Government's 20-year tax reform program, to be outlined in the 2020-2021 Budget.

We are seeking highly skilled and enthusiastic Policy Analyst to join the team. This is a rare opportunity to make a major contribution to the ACT Government's signature economic reform. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in Economics, Statistics or similar are highly desirable. Strong data analysis and research skills are also highly desirable.

Note: This is a temporary position commencing 16 September 2019 for up to twelve months, with the possibility of permanency. This position will be filled at either the Administrative Services Officer Class 6 or Senior Officer Grade C level, dependent on the skills and experience of the successful applicant in light of the Position Description and the ACTPS Work Level Standards. Please indicate in your application if you only wish to be considered for positions at a particular classification (i.e. ASO6 or SOGC). A merit pool may be established to fill future temporary vacancies at one or both levels over the next twelve months. Information on differences between work level standards in the ACTPS is available at www.cmtedd.act.gov.au/employment-framework/for-employees/classification-schedules. 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 and interviews may not be conducted.

How to Apply: Please provide a curriculum vitae, contact details of two referees, and a short statement (no more than two pages) outlining how your skills, qualifications and experience make you an ideal candidate for the role.

You should consider both the Duties/Responsibilities of the position and the Selection Criteria in drafting your statement.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nathan Brown (02) 6207 3531 nathanl.brown@act.gov.au

Treasury

Property and Venues

Venues Canberra

Sales and Operations Manager

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 34943)

Gazetted: 15 August 2019

Closing Date: 22 August 2019

Details: Venues Canberra is responsible for the hosting of events at the Territory's major venues, being Exhibition Park in Canberra, GIO Stadium, Manuka Oval, and Stromlo Forest Park; and the management and operation of these venues. Venues Canberra is also responsible for number of smaller venues including but not limited to, Albert Hall, Yarralumla Woolshed, Yarramudi Cultural Centre, Former Transport Depot, Fitters' Workshop and various community halls. The Sales and Operations Manager position is responsible for overseeing all booking enquiries and venue hire arrangements for the various smaller venues managed and operated by Venues Canberra. The position will supervise a Booking and Operations Coordinator but will also have an active role in bookings processes, interactions with clients and promotion of the venues.

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 must address the Selection Criteria as noted in the position description and also provide a current curriculum vitae.

Applications should be submitted via the Apply Now button below

Contact Officer: Amal Davis (02) 6205 4948 amal.davis@act.gov.au

Shared Services ICT

Customer Engagement Services

CIT ICT

Applications Administrator

Information Technology Officer Class 2 \$84,257 - \$96,430, Canberra (PN: 05442)

Gazetted: 21 August 2019

Closing Date: 6 September 2019

Details: The Shared Services ICT- Canberra Institute of Technology (CIT) ICT team administer the business systems servicing the administrative and operational needs of the CIT. In this role, you will provide second-level and third-level support for the institute's online learning platform, presently comprised of the Moodle learning environment and openEQUELLA digital repository applications. You will maintain the configuration, customisation, and occasionally develop enhancements for these applications, as well as respond to technical incidents as they arise. You will work collaboratively with the CIT eLearn Support team to deliver exemplary customer service. 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: Driver's licence (C class preferable). You should be highly experienced with contemporary web development languages, Python, Java, JavaScript, PostgreSQL, openEquella and Linux-based server hosting environments. You should also be proficient in software configuration management using version control tools such as Git or Microsoft Team Foundation Server. Current Baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

How to Apply: Interested eligible candidates should review the attached Position Description and provide a curriculum vitae of no more than three pages, supported by a two page written application or "pitch" to support their application. This should contain evidence of their suitability for the role by including examples that clearly demonstrate relevant Skills, Knowledge and Behavioural Capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Saagar Kamrani (02) 6207 1770 saagar.kamrani@act.gov.au

Revenue Management Group

Business Systems

Support Officer/Test Analyst

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 55153)

Gazetted: 15 August 2019

Closing Date: 22 August 2019

Details: The Business Systems Team, ACT Revenue Office is seeking applications for the position of Support Officer/Test Analyst. The successful applicant will perform testing of business systems and assist with triaging more complex operations queries relating to the operation of ACTRO business systems, as well as liaising with key business and vendor stakeholders.

Please 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. 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 ACT Revenue legislation and systems, and qualification and/or experience in a System Support /Test Analyst roles are desirable.

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

How to Apply: Applications from potential candidates should include a supporting statement of no more than two pages, outlining experience relative to the information provided in the selection documentation. A current curriculum vitae should also be provided with contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

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

Workforce Capability and Governance

Public Sector Management

Professional Standards Unit

Investigator

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 08531, several)

Gazetted: 15 August 2019

Closing Date: 29 August 2019

Details: The successful applicant will be required to undertake sensitive and complex administrative/workplace investigations in accordance with relevant administrative law principles, legislative employment and industrial frameworks. Applicants must have strong analytical and research skills and attention to detail and the capacity to apply these skills in the investigative context. The role requires well developed written and oral communication skills, proven ability to prepare logical, well written and thorough statements and reports and the ability to work as part of a small team under limited supervision, displaying sound judgement, decision making and problem-solving skills. 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: Relevant qualifications such as Certificate IV in Government Investigations and/or a HR related disciplines are highly desirable.

Note: There is one permanent position and one temporary position available for a period of 12 months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position operates within an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please submit a current curriculum vitae including details of two referees (at least one must be a current supervisor) and a statement addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Tasker (02) 6205 1708 natalie.tasker@act.gov.au

Finance and Budget

Analyst

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 31632, several)

Gazetted: 21 August 2019

Closing Date: 4 September 2019

Details: Are you looking for an exciting opportunity to work on a wide breadth of issues in the ACT Government? Do you want to help develop and manage budgets, develop financial related policy advice for Government, work with a range of statutory related financial reporting issues and contribute to the production of the ACT Government's financial statements? ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for a number of permanent staff to fill Analyst positions. These positions provide a great opportunity to see the inside workings of Government, and to contribute to the development of key policy priorities including planning and oversight of investment in infrastructure and government services in the ACT.

What you will do: The successful applicants will join a small team undertaking a variety of work, such as: review of business cases and reports; undertaking complex research and analysis; developing advice about financial and performance outcomes, cost pressures and unspent funds; identifying service delivery issues in the context of legislative, policy, community and operational drivers; assisting to develop annual budget papers; collaborating on research and analysis projects; and liaising with people in the directorate and in other parts of the ACT Government. What you require: We are looking for applicants who are able to use Microsoft Excel and Word when analysing and reporting on financial, economic, policy and administrative issues. We will help you in learning to use our in-house budget and reporting systems, including TM1. We also need people who are good communicators and team players who are enthusiastic and can work to tight deadlines across competing priorities. CMTEDD supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in Business, Accounting, Commerce, Economics, Finance or a similar field are highly desirable or alternatively, tertiary qualifications in another field combined with strong numeracy skills gained through experience in financial analysis and reporting.

Note: There are multiple positions available within the Finance and Budget Group on a permanent basis. A merit pool will also be established from the selection process and this may be used to fill similar vacancies over the next 12 months. These positions will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the attached Position Description and apply by providing the following documents: your current curriculum vitae; a written response addressing all of the Selection Criteria demonstrating why you are the right person for one of these roles; and details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shaun Ryan (02) 6207 0230 shaun.ryan@act.gov.au

Partnership Services

Service Centre

Service Desk

HR/Finance Service Desk Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 14382)

Gazetted: 15 August 2019

Closing Date: 3 September 2019

Details: The Shared Services Service Desk is seeking a customer service professional to join our HR/Finance team. The role covers a wide variety of areas and is responsible for providing front line customer support to ACT Government directorates. As a HR/Finance Service Desk Officer you will; Provide a high level of customer service in responding to customer enquiries on the telephone and via email, actively contributing to achievement of key performance indicators; Provide expert advice and guidance on HR legislation, policies and ACT conditions of service to customers and Shared Services colleagues; Provide advice on financial policies and procedures, including APIAS (Invoice Automation), invoices and payments; Create and maintain records by inputting data into Service Desk systems accurately, within agreed time frames and in accordance with Service Desk processes, and contribute to the maintenance of effective personnel records by inputting data into HR systems.

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. This position requires an ACT Government baseline security clearance which will be completed as part of the induction process if not already obtained.

Note: This is a temporary position available as soon as practical for six months with the possibility of extension and/or permanency. A merit pool may be established from this process to fill further temporary or permanent vacancies over the next 12 months. Please review the position description for further details about the role and the capabilities required to perform the duties and responsibilities of the position.

How to Apply: Please submit a written response of up to two pages, contact details for at least two referees and a current curriculum vitae. The response should be written in the form of a pitch, provide evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you suitable for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessikah Sullivan (02) 6205 0513 jessikah.sullivan@act.gov.au

Treasury

Shared Services

Finance Services

Accounts Receivable Officer

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 10810)

Gazetted: 20 August 2019

Closing Date: 3 September 2019

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

Eligibility/Other Requirements: Previous experience in an accounts receivable or accounts processing environment would be highly regarded.

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

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

Applications should be submitted via the Apply Now button below.

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

Access Canberra

Customer Coordination – Applications and Approvals

Customer Service Officer

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 15377, several)

Gazetted: 21 August 2019

Closing Date: 22 August 2019

Details: The Applications and Approvals team within Access Canberra is currently seeking a highly motivated individual for the role of Customer Service Officer. The successful applicant/s will provide high quality customer service to clients and members of the public in relation to planning, development, building and related regulatory and operational activities. This can include answering calls via the Customer Service Contact Centre and working on a public counter, assisting in the resolution of issues that arise in the lodgement of development and building applications, construction occupations licensing applications and other associated processes. Other duties include scanning and/or uploading documents and plans into the electronic filing system, maintaining paper and electronic records, preparation of routine less complex correspondence and receiving public money.

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: Applicants must have well developed telephone and written communication skills, including excellent spoken and written English. This position does not involve direct supervision of personnel.

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

How to Apply: If you think you're up for it, please submit your Curriculum Vitae along with a two page pitch on why you think you're the best person for the job. The pitch should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. 1) Detail your greatest achievement in the last five years and how it relates to this position and the duties. 2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role. Two referee reports (one from current Supervisor/Manager) will be required upon interview.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anna Musgrove (02) 6205 0179 anna.musgrove@act.gov.au

Economic Development

Events ACT

Senior Director, Festival Director

Senior Officer Grade A \$145,048, Canberra (PN: 44920)

Gazetted: 19 August 2019

Closing Date: 25 August 2019

Details: As a dedicated Festival Director, you will play a lead role in overseeing the direction, creation and delivery of a new and exciting major festival in Canberra.

This new festival will take place in winter 2020, with the aim of showcasing Canberra as a city like no other in the world. In this newly created position, you will work from idea and concept stage right through to evaluation – delivering a memorable event experience. You will be empowered to be bold and brave and to put your strategic outlook, project management and organisational skills to the test. Leading a project team, you will hit the ground running and your ability to adapt and effectively manage your time will be a key asset in this role. You will work closely with internal and external stakeholders, event partners and sponsors to execute this new festival on time and within budget. Collaborating, kicking goals and sharing success is a big deal for our team. If you feel the same way and want to be part of this exciting new festival for Canberra, then we'd love to hear from you.

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

Note: This process is to recruit to a temporary position commencing immediately for 12 months with the possibility of extension. Selection may be based on application and referee reports only. A pool of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Please note, 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: Provide pitch of no more than 800 words telling us why you are the right person for the job. Please also provide your curriculum vitae and the contact details of two referees who will fly the flag for you. Applications should address the Selection Criteria outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jo Verden (02) 6205 0554 jo.verden@act.gov.au

Shared Services ICT

Strategic Business

Portfolio Delivery Office

Program Manager

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 13616, several)

Gazetted: 15 August 2019

Closing Date: 29 August 2019

Details: The Program Manager role is part of a multi-disciplinary team within Strategic Business, Portfolio Delivery. These roles will be required to lead and manage a team of project managers and other professionals, responsible for delivering a variety of ICT and business projects across the organisation. You will be required to coordinate and support a suite of project delivery activities, including program and project outcomes, quality assurance, budgets, resource management and governance, on behalf of ACT Government Directorates. These positions are the senior contact point for all key stakeholders in relation to project activities. To be successful in this position, you will have a proven record in successful program delivery, exercising both initiative and judgement in the interpretation of Programme Management practices and procedures; provide detailed technical, professional and governance advice in relation to complex problems.

Eligibility/Other Requirements: Current baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory. Project Management qualifications in PRINCE2 or PMBOK are mandatory, experience and qualifications in MSP would be highly desirable.

Note: These are temporary positions available until 2 September 2020 with the possibility of permanency.

How to Apply: Please submit a written response of up to two pages, contact details for at least two referees and a current curriculum vitae. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you suitable for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: John Reis (02) 6207 0718 john.reis@act.gov.au

Economic and Financial Group

Economic and Financial Analysis

Director/Senior Director

Senior Officer Grade B/A \$124,891 - \$145,048, Canberra (PN: 33965)

Gazetted: 16 August 2019

Closing Date: 23 August 2019

Details: Are you a leader on tax reform? The ACT leads the nation on tax reform by shifting the ACT's tax mix away from narrowly-based transaction taxes towards a broad land tax base through general rates. This 20-year tax reform program is now approaching the half-way point, and the government has announced a review of the program to date, which will inform the next stage of reform. This temporary position has been created to lead a range of activities to provide support for the review. You will provide strategic direction and advice about tax

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

Eligibility/Other Requirements: Tertiary qualification in Economics, Commerce or other relevant field.

Note: This is a temporary position commencing 9 September 2019 for up to twelve months with the possibility of permanency. This position will be filled at either the Senior Officer Grade B or Senior Officer Grade A level, dependent on the skills and experience of the successful applicant. A pool may be established to fill future temporary vacancies at one or both levels over the next twelve months. Information on differences between work level standards in the ACTPS is available at https://www.cmtedd.act.gov.au/employment-framework/for-employees/classification_schedules. Selection may be based on application and referee reports only.

How to Apply: Please provide a written response of up to three pages addressing all Selection Criteria and your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathy Goth (02) 6205 0772 kathy.goth@act.gov.au

Economic Development

Events Canberra

Assistant Director, Programming

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44921)

Gazetted: 21 August 2019

Closing Date: 2 September 2019

Details: As a dedicated Assistant Director - Programming, you will play key role in the curation, development and management of the program for a new and exciting major festival in Canberra. Working closely with key stakeholders, you will coordinate and manage the engagement of panellists, speakers, artists, performers, venues and producers for this new festival – which will take place in winter 2020. In this newly created position, you will work from idea and concept stage right through to evaluation – delivering a memorable event experience. You will have permission to be bold and brave and to put your program design and curation skills to the test. As a key member of the project team, you will not be afraid to roll up your sleeves and hit the ground running – and your ability to adapt and effectively manage your time will be a key asset in this role. You will work closely with the Festival Director, project team members, internal and external stakeholders, event partners and sponsors to execute this new festival on time and within budget.

Collaborating, kicking goals and sharing success is a big deal for our team. If you feel the same way and want to be part of this exciting new festival for Canberra, then we'd love to hear from you.

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

Note: This process is to recruit one position on a full-time temporary basis commencing immediately for 12 months with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Please 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: Provide a pitch of no more than 800 words telling us why you are the right person for the job.

Please also provide your curriculum vitae and the contact details of two referees who will fly the flag for you.

Applications should address the Selection Criteria outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jo Verden (02) 6205 0554 jo.verden@act.gov.au

Communications and Engagement

Engagement Stream

Assistant Director, Communications and Engagement

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 19233)

Gazetted: 19 August 2019

Closing Date: 4 September 2019

Details: The Engagement Stream is directorate or agency-driven with a focus on strategic communications and engagement planning for new and emerging priorities. This team works with executives on the long-term and high priority projects and initiatives of the directorate. The work of this team focusses on communications, engagement, forward planning and scanning and change management. This team will also work with Corporate on high-level strategic internal communications. The successful applicant will develop, deliver and evaluate best practice, well evidenced communications and community engagement projects in line with identified Chief Minister, Treasury and Economic Development Directorate priorities. We're looking for a strategic planner who brings an audience-first lens to their work, informed by research, insights and evaluation. 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: Relevant tertiary qualifications and a minimum of five years' experience working professionally in the fields of Strategic Engagement, Strategic Communications, Media or Public Relations is preferred. The ability to work flexibly with some out of hours work is required.

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. This position is working in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please provide a written application that addresses the Selection Criteria in a two-page pitch, along with your curriculum vitae, two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fiona Dolan (02) 6207 1757 fiona.dolan@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

Housing ACT

Client Services

Gateway Services

Housing Asset Assistance Program (HAAP) Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 31713)

Gazetted: 15 August 2019

Closing Date: 29 August 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 an enthusiastic, flexible and motivated person who enjoys working in a busy Human Services environment for the role of HAAP Officer. The HAAP officer is responsible for managing a portfolio of housing tenancies held by community agencies and government departments and for providing advice and support to these agencies to assist them in management of the properties and tenancies. The successful candidate will have high level oral and written communication skills, including the ability to build relationships, liaise and negotiate with community and government services and analytical and problem solving skills of a high order.

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

Eligibility/Other Requirements: 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. Relevant tertiary qualifications in Social Work, Community Development or a related field are desirable but not essential.

How to Apply: All applications should include your written response to Selection Criteria, contact details for at least two referees and a current curriculum vitae.

Contact Officer: Gina Garrett (02) 6207 6006 gina.garrett@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. This selection process is not appealable.

Children, Youth and Families

Children and Families

Early Years Engagement Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 17033, several)

Gazetted: 20 August 2019

Closing Date: 5 September 2019

Details: The Children and Families Branch is seeking applicants to fill identified Early Years Engagement Officer positions based at the ACT Government's Child and Family Centres (CFCs), the Child Development Service (CDS) and in outreach settings, including Koori Preschools. The positions will work directly with Aboriginal and Torres Strait Islander children, their families and community. The role of the Early Years Engagement Officers – Child and Family Centres will be to support parental engagement in their children's early childhood education, improve participation rates of Aboriginal and Torres Strait Islander children in Koori Preschools and support transitions from preschool to kindergarten for Aboriginal and Torres Strait Islander children. Child Development Service will support parental engagement in their child's early childhood development and assist to improve participation rates of Aboriginal and Torres Strait Islander children in early childhood services. The Children and Families Branch provides culturally safe and inclusive services to Aboriginal and Torres Strait Islander communities in the ACT in the areas of health, early childhood development and parenting. 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: 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. Demonstrated experience working with Aboriginal and Torres Strait Islander communities is essential. Applicants for the roles must have a minimum of a Certificate IV qualification in a relevant area of study including Allied Health Assistant, Aboriginal Primary Health Care Worker or Aboriginal and Torres Strait Islander Community Development and/or be working towards a tertiary qualification in Social Work, Psychology, Early Childhood Education, Speech Pathology, Occupational Therapy, Physiotherapy (or a related field). 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: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Joe Hutchinson (02) 6207 8228 joe.hutchinson@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

CYPS Training and Development

Training and Development Administration Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 38095)

Gazetted: 16 August 2019

Closing Date: 29 August 2019

Details: The Administrative Service Officer 4 (ASO4) Training and Workforce Development Administration Officer role is responsible for supporting the Training and Workforce Development Manager and team in achieving the design, development and delivery of Child and Youth Protection Services (CYPS) operational training programs and projects. The position is responsible for assisting in the delivery of tools and information packages that embed organisation policy into practice. The role will provide strong leadership and implement improvement strategies to ensure CYPS has the capability to meet statutory obligations and deliver on our strategy of creating a continuum of care for our clients.

Eligibility/Other Requirements: Experience and/or desire to work in a community services environment are essential.

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

How to Apply: All applications should include your written response to Selection Criteria and curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Bowman (02) 6205 4266 natalie.bowman@act.gov.au

Office of the Director General

Executive

Executive Officer

Senior Officer Grade A \$145,048, Canberra (PN: 40197, several)

Gazetted: 15 August 2019

Closing Date: 29 August 2019

Details: The Office of the Director-General are currently seeking experienced Executive Officers and to establish a merit pool for future opportunities. The position of Executive Officer enables you to work in a rewarding yet challenging environment, providing support and advice to the Director-General, Deputy Director-General and other Senior Executive staff. The successful applicant is someone who is passionate about supporting others and driving outcomes to benefit their community. Someone who has an eye for detail and who is invested in what they do. The Executive team are a small close-knit team who work collaboratively and independently to achieve results. You will have experience supporting Executive staff and the ability to manage competing priorities and meet tight deadlines.

Eligibility/Other Requirements: Relevant tertiary qualifications would be an advantage.

Notes: These are temporary positions available for six months with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future similar and/or 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. Selection may be based on application and referee reports only. There is a separate combined advertisement for the SOGB and SOGC positions - available here.

How to Apply: Please submit your current resume, a response to the selection criteria limiting your responses to 350 words per criteria and the contact details for two referee's.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anne Maree Sabellico (02) 6205 0839 annemaree.sabellico@act.gov.au

Office of the Director General

Executive

Executive Officer

Senior Officer Grade C/Senior Officer Grade B \$106,043 - \$140,596, Canberra (PN: 39175, several)

Gazetted: 15 August 2019

Closing Date: 29 August 2019

Details: The Office of the Director-General are currently seeking experienced Executive Officers and to establish a merit pool for future opportunities. The position of Executive Officer enables you to work in a rewarding yet challenging environment, providing support and advice to the Director-General, Deputy Director-General and other Senior Executive staff. The successful applicant is someone who is passionate about supporting others and driving outcomes to benefit their community. Someone who has an eye for detail and who is invested in what they do. The Executive team are a small close-knit team who work collaboratively and independently to achieve results. You will have experience supporting Executive staff and the ability to manage competing priorities and meet tight deadlines.

Eligibility/Other Requirements: Relevant tertiary qualifications would be an advantage.

Notes: These are temporary positions available for six months with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future similar and/or identical vacancies over the next 12 months. These positions will be filled at the Senior Officer C or Senior Officer B level based on demonstrated skills and experience. If you do not wish to be reviewed at a particular level please specify in your application. 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. There is a separate advertisement for a SOGA position - available here.

How to Apply: To apply please submit your current resume, a response to the selection criteria limiting your responses to 350 words per criteria and the contact details for two referee's.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anne Maree Sabellico (02) 6205 0839 annemaree.sabellico@act.gov.au

Cultural Facilities Corporation

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

Assistant Marketing Manager/Publicist

Administrative Services Officer Class 4/5 Salary: \$70,359 - \$82,771 Canberra (PN:3508)

Gazetted: 13 August 2019

Closing Date: 2 September 2019

Want to work in the best publicity job in Canberra?

We're looking for an enthusiastic PR professional or journalist to join the dynamic team at Canberra Theatre Centre. In this position you'll run PR and marketing campaigns for some of the biggest names in the Performing Arts industry.

You should have great interpersonal skills and a high level of organisation. Great writing, editing and proof reading skills are a must! However, this role is more than just PR. In addition to being the point person for all media, you will also look after all promotions, elements of social media and several marketing campaigns for the various productions that are presented at the theatre. CTC is a busy, dynamic venue hosting more than 250 events each

year. Much more than just another marketing/comms positions, this is one of the best PR opportunities in Canberra.

Eligibility/Other Requirements: Degree in Marketing, Media, Communications or Journalism is essential.

Note: This is a temporary contract for up to 15 months.

How to Apply: Applicants must submit a CV and a written statement addressing the selection criteria.

Applications should be submitted via the Apply Now button below.

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

North Gungahlin Network

North Ainslie Primary School

Classroom Teacher Year 3/4

Classroom Teacher \$71,113 - \$106,448, Canberra (PN: 18228)

Gazetted: 15 August 2019

Closing Date: 29 August 2019

Details: North Ainslie Primary School is a P-6 school situated in the North of Canberra. North Ainslie is an International Baccalaureate (IB) school who uses the Primary Years Program as the framework for teaching the Australian Curriculum. The school has a strong community who work together to provide high quality outcomes for students. Key focuses include, Student Wellbeing, Writing and Oral Language Development, Maths and Inquiry Learning. The school is committed to collaborative planning and providing differentiated learning opportunities to meet all students' needs. The school is home to an LSU (Autism) and three Introductory English Classes in an inclusive and welcoming community. An opportunity exists for a primary trained teacher to join us in the 3/4 area of the school. Desired areas of strength include an understanding of inquiry learning, differentiation, formative and summative assessment and the desire to work collaboratively within a team. The successful applicant should have experience with the Australian Curriculum and using the Achievement Standards to plan the teaching, learning and assessment cycle.

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

Note: This is a temporary position available until 26 January 2020 with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: 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: Rikkie Klootwijk (02) 6142 0760 rikkie.klootwijk@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

South Weston

Red Hill Primary School

Building Service Officer (BS03

Building Service Officer 3 \$67,752 - \$71,593, Canberra (PN: 01562)

Gazetted: 21 August 2019

Closing Date: 4 September 2019

Details: Red Hill Primary School is an International Baccalaureate School of approximately 800 students with two preschool campuses. The school is seeking a highly enthusiastic person with a broad set of skills for the position of Building Services Officer. The successful applicant will play an integral role in the school community. The successful applicant will maintain school buildings and grounds in a clean and tidy condition with a regard to safety and security hazards; complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school and wider community to achieve sustainability initiatives, including the upgrade of our oval.

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

Note: This is a temporary position available from 16 September 2019 for six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a written application addressing the selection criteria (2-3 pages), along with your current curriculum vitae and 2 referee reports. ***Applications should be submitted via the Apply Now button below.***

Contact Officer: Nigel Matupire (02) 6142 0960 nigel.matupire@ed.act.edu.au

School Performance and Improvement

Tuggeranong Network

Calwell High School

Youth Support Worker

School Assistant 4 \$64,615 - \$69,965, Canberra (PN: 42095)

Gazetted: 19 August 2019

Closing Date: 2 September 2019

Details: Calwell High School is seeking candidates with outstanding skills and experience for the position of Youth Support Worker. The ideal candidate will work in collaboration with the school student Wellbeing team to provide personalised supports for individual students, as well as social and emotional learning opportunities for selected groups. 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: 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. Certificate IV or Tertiary qualification in Youth Work or a related field.

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

How to Apply: Applicants are asked to provide a current curriculum vitae and responses to the Selection Criteria. ***Applications should be submitted via the Apply Now button below.***

Contact Officer: Nicole Flegg (02) 6142 1937 nicole.flegg@ed.act.edu.au

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

School Performance and Improvement

Tuggeranong Network

Namadgi School

Learning Support Assistant - Namadgi School

School Assistant 2/3 \$47,563 - \$57,998, Canberra (PN: 32503, several)

Gazetted: 15 August 2019

Closing Date: 22 August 2019

Details: Namadgi School is a P-10 School located in the suburb of Kambah. The school is a fully inclusive setting with contemporary spaces developed to facilitate flexible learning opportunity's. We are seeking highly skilled Learning Support Assistants to work collaboratively with other educators to offer personalised learning experiences and monitor growth and development of children across our P-10 School including three Learning Support Units. The successful applicants will possess strong interpersonal skills and a demonstrated ability to work effectively with all members of staff, children, families and the wider school community.

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

How to Apply: Applications should include a response to Selection Criteria and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mallarie Parker (02) 6142 0900 mallarie.parker@ed.act.edu.au

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

Environment, Planning and Sustainable Development

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

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

Planning, Land and Building

Executive

Executive Branch Manager, Building, Design and Projects

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1043)

Gazetted: 15 August 2019

Closing Date: 28 August 2019

Details: Be part of history and help shape the future of Canberra!

We're seeking a person with a unique skill set. We need a strategist who knows about development, design and building and understands policy and government. Your strong skills in collaboration and communication will be critical to leading a delivery focused team and fulfilling your role.

You will be a leader who can pick up technical detail quickly. Your knowledge of development and building, along with your understanding of planning and policy development, will be key in your role to help deliver positive outcomes for the Canberra community.

Providing strategic leadership to whole of government priorities including: Building Policy; Design; Housing Policy; and Major Projects - City, you will be a strategic thinker, who is able to work across government and private industry sectors, utilising a diverse skill set that focuses on delivering positive outcomes for government and the community. A strong understanding of policy development and government will be important for you in this role. An understanding of building and development will give you an advantage in this role. You will provide critical direction in regards to housing in Canberra, demonstrating your understanding of supply and demand and identifying creative opportunities.

The position requires an energetic person with exceptional leadership and management skills to lead a high performing team. To be a strong contender for this important role, you will have a track record of successfully leading teams in a complex, politically sensitive and operationally diverse environment. You will have an

impressive strategic perspective and previous successful experience in a range of areas including building, land strategy, planning, design and policy development.

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

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

To apply: Applicants should submit a statement (maximum 2 page), addressing the selection criteria providing details of their relevant experience and skills, with consideration of the executive capabilities and role requirements outlined in the duty statement. A covering letter outlining how applicants will approach the role, a copy of a current CV, and the name and contact details for two referees should also be provided.

Applications should be submitted via the Apply Now button below.

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

Environment

ACT Natural Resource Management

Resilient Landscapes

Aboriginal NRM Facilitator

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 16097)

Gazetted: 20 August 2019

Closing Date: 12 September 2019

Details: The Environment, Planning and Sustainable Development Directorate is seeking an Aboriginal Natural Resource Management Facilitator to foster and develop strong networks and relationships between ACT and region Aboriginal organisations, the Aboriginal community and government; develop and facilitate the delivery of activities which support improved knowledge, understanding, skills and capacity of the Aboriginal community to effectively contribute to and participate in natural resource management in the ACT; work with ACT and region Aboriginal organisations and the Aboriginal community, the ACT Government and non-government organisations to maximise opportunities for Aboriginal participation in natural resource management and work with the Aboriginal community, the ACT government and non-government organisations to increase the application of Traditional Knowledge to management of natural resources in the ACT. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: 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. 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 submit a written application addressing the Selection Criteria limiting responses to 350 words per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

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

Planning, Land and Building

Building, Design and Projects

Major Project - City

Planning Policy Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 34843)

Gazetted: 20 August 2019

Closing Date: 5 September 2019

Details: An excellent opportunity exists in the Building, Design and Projects branch for a motivated self-starter to fulfil the role of Planning Policy Officer. The successful applicant will work in a dynamic multi-disciplinary team delivering major projects and policies with a city centre focus. This will require a demonstrated understanding of contemporary best-practice approaches to planning and design including their applicability in a Canberra context; demonstrated aptitude for research and analysis; well-developed oral and written communication skills; and the ability meet deadlines, manage competing priorities, support strong working relationships with internal and external stakeholders and capably represent the directorate in a range of forums.

Eligibility/Other Requirements: Tertiary qualifications in Urban Planning, Urban Design or another relevant professional area are highly desirable.

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

How to apply: Please submit a written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Suzanne Jurcevic (02) 6207 3317 Suzanne.Jurcevic@act.gov.au

Environment

Parks and Conservation Service

Forestry and Fire Management

Senior Fire Management Officer

Technical Officer Level 4 \$84,257 - \$96,430, Canberra (PN: 44679)

Gazetted: 20 August 2019

Closing Date: 3 September 2019

Details: The Parks and Conservation Service (PCS) sits within the Environment, Planning and Sustainable Development Directorate (EPSDD) and implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. Fire, Forests and Roads is the section within PCS responsible for the co-ordination and implementation of fire management programs across the PCS estate and unleased Territory lands. It is also responsible for the rural fire trail network and the management of the ACT's commercial forest plantations. The Parks and Conservation Service has a vacancy for a suitably skilled and motivated person interested in a career as a Fire Management Officer. The successful applicant will manage and lead one or more fire management programs through the planning, coordination, facilitation and delivery of a range of mitigation works. In addition, they will assist in bushfire management research projects and provide technical reports and assist in policy and systems development.

Eligibility/Other Requirements: It's anticipated that the successful applicant will have tertiary qualifications related to land management or science, and/or extensive relevant experience. Applicants must: Be able and prepared to undertake rostered fire duty and participate in bushfire suppression, prescribed burning activities and training activities as required. Be able to meet the appropriate firefighting fitness standards to at least the moderate level of the national firefighting task based assessment (assessed annually). Be prepared to wear a uniform and to work a shift roster, weekends, public holidays or evening shifts at any PCS worksite on an "as needs" basis. Possess a manual 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.

Note: This position is a Designated Fire Position. Bushfire related activities, including bushfire suppression and rostered standby, are mandatory components of the position. Appointment/promotion/transfer to the position will be conditional upon successful completion of a nationally recognized firefighting task-based fitness assessment. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 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: Scott Farquhar (02) 6207 2194 scott.farquhar@act.gov.au

Environment

Parks and Conservation Service

Various

Ranger In Charge

Technical Officer Level 4 \$84,257 - \$96,430, Canberra (PN: 37540, several)

Gazetted: 15 August 2019

Closing Date: 29 August 2019

Details: The ACT Parks and Conservation Service is responsible for the sustainable management of our national parks, nature reserves, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. As the Ranger-In-Charge you will coordinate a team of Rangers and Field Officers in the planning and delivery of operational work programs across a conservation estate. The position is outcome focused and works closely with the relevant Manager in ensuring the effective delivery of coordinated programs. The Ranger-In-Charge also maintains proactive relationships with a range of both internal and external stakeholders. Applications are sought from suitably qualified people who are interested in permanent, temporary fixed term (between 1 and 5 years) and temporary (up to 12 months) employment as a Ranger In Charge (TO4).

Eligibility/Other Requirements: Applicants must be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training and search and rescue operations; be prepared to work a shift roster, weekends, public holidays or evening shifts at any site within a region on an "as needs" basis; be prepared to wear a uniform; possess a current manual driver's licence and be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. Other desirable skills and experiences: A current Advanced First Aid Certificate or capacity to obtain one. Tertiary qualifications in Natural and Cultural Resource Management are highly desirable.

Note: An order of merit will be established from this selection process and may be used to fill future identical permanent, temporary and long term acting positions as they become available 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: All applicants are required to address the Selection Criteria, provide an updated curriculum vitae and submit two written referee reports addressing the selection criteria graded using the stipulated rating scale with their application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brett McNamara 0417292885 brett.mcnamara@act.gov.au

Climate Change and Sustainability

Sustainability Programs

Actsmart Schools

Program Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 21583)

Gazetted: 21 August 2019

Closing Date: 28 August 2019

Details: The Directorate is seeking an enthusiastic and experienced educator to work in the Actsmart Schools team. The Actsmart Schools program helps all ACT become more sustainable. The Project Officer will work as part of a small team to deliver this program. This includes: providing best practice sustainability advice to schools; preparing resources, competitions and events; monitoring and assessing schools' performance against benchmarks; and developing professional learning workshops for teachers and school staff. We're looking for someone who enjoys presenting and can encourage behaviour changes in schools towards greater sustainability. Eligibility/Other Requirements: 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. Experience in sustainability education is desirable.

Note: This is a temporary position available until 30 June 2021 with the possibility of extension and/or permanency. Occasional weekend and after hours work is required. 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 addressing each Selection Criteria, curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Olivia Merrick (02) 6207 6430 olivia.merrick@act.gov.au

Planning, Land and Building

Building, Design and Projects

Major Projects - City

Planning Policy Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 13601)

Gazetted: 20 August 2019

Closing Date: 5 September 2019

Details: An excellent opportunity exists in the Building, Design and Projects branch for a motivated self-starter to fulfil the role of Planning Policy Officer. The successful applicant will work in a dynamic multi-disciplinary team delivering major projects and policies with a city centre focus. This will require a demonstrated understanding of contemporary best-practice approaches to planning and design including their applicability in a Canberra context; demonstrated aptitude for research and analysis; well-developed oral and written communication skills; and the ability meet deadlines, manage competing priorities, support strong working relationships with internal and external stakeholders and capably represent the directorate in a range of forums.

Eligibility/Other Requirements: Tertiary qualifications in Urban Planning, Urban Design or another relevant professional area are highly desirable.

Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 submit a written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Suzanne Jurcevic (02) 6207 3317 suzanne.jurcevic@act.gov.au

Land Strategy and Environment

Building, Design and Projects

Housing Policy

Director, Housing and Policy

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 29029)

Gazetted: 21 August 2019

Closing Date: 28 August 2019

Details: The position of Director, Housing and Policy is part of a small team that will provide policy development and advice on complex affordable housing and land policy issues across Government. This officer will be primarily responsible for contributing to the implementation of the ACT Housing Strategy and affordable housing policy. The successful applicant will have knowledge of the ACT Housing Strategy. The successful candidate will also possess strong communication and liaison skills, with a proven ability to deliver quality products within set timeframes. As a policy development and project officer you will possess analysis and problem-solving skills. In addition you will have strong attention to detail, be self-driven and possess initiative to drive projects and policy. This is a great opportunity for a motivated candidate with good strategic thinking skills to make a significant contribution to affordable housing policy in the Territory.

Eligibility/Other Requirements: Previous experience in a policy development and implementation space will be highly regarded. Knowledge of and experience in working with the ACT's legislation relating to unit title developments, such as the *Unit Titles Act 2001* and the *Unit Titles (Management) Act 2011*.

Note: This is a temporary position available for six months with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. 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 submit a written application addressing the Selection Criteria limiting responses to 300 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: Christine Luchetti (02) 6205 4866 christine.luchetti@act.gov.au

**Office of the Commissioner for Sustainability and the Environment
Director of Sustainability, Environmental Assessments and Reporting
Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44975)**

Gazetted: 20 August 2019

Closing Date: 3 September 2019

Details: The Commissioner for Sustainability and the Environment is seeking applications for the position of Director of Sustainability, Environmental Assessments and Reporting. The candidate will have extensive experience in designing, developing, managing and producing complex environmental multi-media (paper and digital) reports that have improved science communication and engagement. Duties will include assisting the Commissioner in fulfilling the requirements of the Commissioner for *Sustainability and the Environment Act 1993*; proven research and analytical skills in environmental condition reporting across a range of environmental, social and economic indicators; and demonstrated abilities in providing comprehensive reports and robust and effective recommendations.

Eligibility/Other Requirements: The ability to work in a small team, whilst remaining flexible and collaborative is essential. Tertiary qualifications in a Sustainability related field are required; for example Sciences, Ecology, Urban Planning, Environmental Engineering. At least five years in a related professional role.

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: Kate Auty (02) 6207 2626 kate.auty@act.gov.au

Business, Governance and Capability

Governance, Compliance and Legal Services

Organisational Governance and Performance and Assurance

Assistant Director

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 38031, several)

Gazetted: 19 August 2019

Closing Date: 2 September 2019

Details: Do you want to work in a progressive, stimulating and rewarding multi-disciplinary environment where you can make a difference? Are you passionate about contributing to good evidence-based decision making and strong governance? We have several great opportunities to join our Organisational Governance, Performance and Enterprise Assurance teams. We value professional curiosity and an enquiring mind; people who ask why as a starting point to understand why not, to test the organisation and to engage with and identify our clients' needs. We are looking for people who are delivery focussed with strong engagement and communication skills, to support and influence best practice governance and corporate behaviour in our business units. You'll need to be comfortable liaising with colleagues at various levels across government to identify, understand and deliver on their needs. Environment, Planning and Sustainable Development supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait islander people, people with disabilities and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Strong influencing and written communication skills are essential as is the ability to develop and implement effective frameworks, policies, procedures, systems and tools to support quality practices. The ability to demonstrate a customer-focussed approach, be flexible, show initiative, work collaboratively and solve problems as they arise will be key as you'll be part of dynamic team tasked with supporting and enabling the Directorate's performance, strategic and business operations. Experience in a high performing customer-focussed environment delivering business, governance and capability analytics is highly desirable.

Note: There are two permanent positions and one temporary position available. The temporary position is available for six months with possibility of extension up to 12 months. These positions will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please submit a two-page pitch outlining your skills, knowledge and behaviours against the position duties. Please also include details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Muir (02) 6205 4303 richard.muir@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

Corporate

ICT, Capital Works and Infrastructure

Project Coordinator

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 42283, several)

Gazetted: 15 August 2019

Closing Date: 30 August 2019

Details: Fantastic opportunities are available for project coordinators and professionals to step into project management career path. Solution focused and highly motivated team players are sought to manage small to medium size projects or to coordinate capital works of JACS. The Project Coordinators will assist in the delivery and oversight of a diverse range of infrastructure and capital projects, including planning, establishing project governance, procurements, delivery and review in accordance with legislation and statutory requirements. The Project Coordinators will build and maintain relationships with stakeholders, develop a client service culture and provide high quality reporting.

Eligibility/Other Requirements: Qualification/training in a relevant technical field (eg. Engineering, Architecture, Project Management or Construction Management) or experience and/or trade certification with building and infrastructure is desirable.

Notes: These positions are initially up to June 2020 with the possibility for further extensions. An order of merit will be established from this selection process and may be used to fill future temporary identical vacancies over the next 12 months.

How to Apply: Please provide a two page pitch outlining the Professional/Technical Skills and Knowledge and Behavioural Capabilities, current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kuga Kugathas (02) 6207 1755 kuga.kugathas@act.gov.au

Courts and Tribunals

Sheriff's Office

Security and Intelligence Officer - Sheriff's Office

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 41295)

Gazetted: 15 August 2019

Closing Date: 29 August 2019

Details: ACT Courts and Tribunal is seeking a proactive and enthusiastic Security and Intelligence Officer. This position will provide courts and tribunal with an intelligence lead security service; undertake and promote the implementation of appropriate security within the courts and tribunal and promote intelligence gathering and safety awareness across the Courts and Tribunal.

The Sheriff's Office is seeking a motivated person who possesses excellent interpersonal and communication skills.

The successful applicant will be required to perform a wide variety of tasks including: maintain effective relationships with external agencies and key stakeholders, including ACT Policing and ACT Corrective Services, in relation to security, intelligence and security awareness; implement organisational and process initiatives which ensure the security of the courts and tribunal facilities; implement security reporting and assist with information flow to stakeholders concerning the prevailing threat environment and operational response activities and implement physical, procedural and dynamic security arrangements to mitigate risk.

Eligibility/Other Requirements: The occupant of this position is required to hold a current driver's licence and completion of formal training in law enforcement or security is also required. The ACT Courts and Tribunal supports workforce diversity and is committed to creating an inclusive workplace. If you require any further information please contact the Contact Officer.

Note: The Security and Intelligence Officer will hold the appointment of Deputy Sheriff and will be required to wear a uniform and conform to dress code and personal appearance guidelines. As part of this commitment, Aboriginal or Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Please submit a written application of no more than two pages, answering the following questions: 1. What motivates you to work within the security and intelligence field? 2. Please describe a security or intelligence process you have created to ensure the safety and security of a workplace? 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. You will also need to provide a current Curriculum Vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

Legislation, Policy and Programs

Civil Law

Policy Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 42654)

Gazetted: 16 August 2019

Closing Date: 30 August 2019

Details: Legislation, Policy and Programs is seeking applications for a highly motivated Policy Officer at the Administrative Service Officer 6 level in the Civil Law team. The Civil Law team offers a wide variety of interesting work on human rights and social policy, the courts and tribunal system, access to justice, and housing and consumer protection. The successful applicants will undertake legal policy work including the review and development of legislation, preparation of general reports, submissions and correspondence, and stakeholder engagement and collaboration with other directorates and governments. We are seeking applications for a position which may work across one or more teams within Civil Law. Current priority projects include reforms to: coronial processes; electoral laws; discrimination law; consumer laws; and residential tenancies law and occupancy law. This is an opportunity to join a fast-paced team undertaking challenging reforms that will have a tangible impact on the lives of Canberrans. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Madelin Bayer (02) 6207 0631 (Mondays to Wednesdays) Kate Smyth (Thursdays or Fridays) (02) 62076483 madelin.bayer@act.gov.au or kate.smyth@act.gov.au

Corporate

Office of the Director-General

Executive Assistant

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 19719)

Gazetted: 15 August 2019

Closing Date: 22 August 2019

Details: Expressions of interest are sought for the position of Executive Assistant to the Deputy Director-General. The Executive Assistant provides high-level administrative support to the Deputy Director-General. The role is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement. The position is required to engage in continual problem solving, complex and sensitive issues management, have outstanding multi-tasking skills and the capacity to prioritise issues constantly. Additionally, the position liaises across the ACT Government and with various key stakeholders to respond quickly to business needs and meet tight timeframes.

Notes: This is a temporary position available from 1 September 2019 until 31 October 2019 with the possibility of extension up to six months. This position is available to ACT Government officers and employees only. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than 500 words outlining what attracts you to the role and what you would bring to the role. Please also include your current Curriculum Vitae, listing two referees and their contact details. Confirmation of your availability during the relief period

Applications should be sent to the Contact Officer.

Contact Officer: Nicola Cowan (02) 6207 0501 nicola.cowan@act.gov.au

ACT Courts and Tribunal

Magistrates Court

Magistrates Court Registrar's Office

Legal Manager

Legal 2 \$135,195 - \$140,752, Canberra (PN: 42375)

Gazetted: 15 August 2019

Closing Date: 28 August 2019

Details: The ACT Courts and Tribunal is seeking a dynamic and high performing lawyer to fill the role of Legal Manager, Magistrates Court. As Legal Manager you will be responsible to the Registrar for the exercise of statutory powers, administrative and management matters. The successful applicant will demonstrate the following capabilities: 1.a proven ability to provide complex legal and policy advice and perform legal research; 2.a thorough knowledge of relevant ACT and Commonwealth legislation and other relevant statutory provisions; 3.high level communication, liaison and negotiation skills complemented by the ability to persuade and influence opinion and sound judgment and attention to detail; 4.a demonstrated ability to provide leadership and work as a team; 5.a proven ability to build and maintain sound working relationships with key stakeholders and members of the community.

Eligibility/Other Requirements: Admission as a practitioner of the High Court or the Supreme Court of an Australian State or Territory with at least five years post admission experience.

Notes: This is a permanent full-time 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. 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: To apply please provide a response to each of the five capabilities above (limiting your response to no more than one A4 page per capability). Applications should be submitted via the Apply Now button below.

Contact Officer: Jayne Reece (02) 6207 1054 jayne.reece@courts.act.gov.au

ACT Corrective Services

Corporate Services

Information and Business Solutions Unit

Records Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44845)

Gazetted: 20 August 2019

Closing Date: 5 September 2019

Details: ACT Corrective Services (ACTCS) is offering an exciting opportunity for a highly experienced and enthusiastic person to fill the role of Records Manager, (Senior Officer Grade C) within Corporate Services. Under the broad direction of the Head of ICT, the successful applicant will provide leadership, strategic direction and specialist advice on best practice records and information management. You will be responsible for the design, implementation and administration of record systems and related information services in order to support the efficient access, movement, updating, storage, retention and disposal of files and other ACTCS records. The Records Manager will develop and promote the records management program, policies and procedures to ensure ACTCS meets its legal obligation to keep records in accordance with *Territory Records Act 2002* and supports access for as long as they are required to meet accountability, legislative and business requirements. The Records Manager will also develop, implement and review records disposal schedules that guide decisions about the retention of ACTCS records including disposal. The Records Manager will act as the principal advisor to senior management and operational staff in relation to the establishment, improvement and ongoing delivery of records and information management practices. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Minimum five year's experience in Records Management discipline, experience in HPE Content Manager/TRIM or similar system, relevant tertiary qualifications in Records Management, Information Management or similar field would be highly desirable. The successful candidate may be required to undergo a National Police check. Current full 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: An order of merit list may be established to fill future vacancies at level over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Dayanand Deshmukh (02) 6207 8842 dayanand.deshmukh@act.gov.au

Transport Canberra and City Services

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

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

City Services

City Operations, Infrastructure Planning

Asset and Data Integration

Spatial Data and Information Manager

Technical Officer Level 4 \$84,257 - \$96,430, Canberra (PN: 22915)

Gazetted: 21 August 2019

Closing Date: 4 September 2019

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building and managing our roads, footpaths and cycle paths, building light rail, delivering and operating an integrated public transport network, and maintaining many of Canberra's lakes and ponds. A number of the ACT Government's commercial operations are run by TCCS, including ACT NOWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority. TCCS employs close to 2000 staff working in locations across the ACT.

The Asset and Data Integration (ADI) team is located within the Infrastructure Planning unit. The ADI team supports Roads and City Presentation in the management of Canberra's public places and infrastructure. This position supports City Places and Infrastructure with asset, data and program management, geospatial planning and analysis, and provides business intelligence to support future strategies, policies and investment programs. The ADI team is also responsible for geospatial and asset data management for ACT Parks and Conservation (Environment, Planning and Sustainable Development Directorate) through a formal Memorandum of Understanding. 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: Driver's licence (C-class) and relevant tertiary qualifications. We are looking for someone with demonstrated experience and capability using ArcGIS Desktop, ArcGIS Server, ArcGIS Online, FME and AutoCAD and technical skills relevant to the capture, compilation and quality assurance of infrastructure and landscape asset information.

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

How to Apply: Please provide your curriculum vitae, relevant experience against the Selection Criteria and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paul Dowling (02) 6207 6558 paul.dowling@act.gov.au

Canberra Cemeteries

Grounds Manager

Technical Officer Level 4 \$84,257 - \$96,430, Canberra (PN: 26523)

Gazetted: 16 August 2019

Closing Date: 23 August 2019

Details: Canberra Cemeteries is the public face of the ACT Public Cemeteries Authority and manages the day to operations of public cemeteries in the ACT. It is responsible for maintenance of cemeteries and delivery of burial and memorial services to the public of the ACT and region. Our mission is to provide world class interment and memorialisation services for our diverse community. The roles of the Authority are to provide the community of Canberra and the Capital Region, with an environment which is presented and maintained to a high standard, for the interment and memorialisation of the deceased at an acceptable cost; to provide staff committed to ensure that burials and services are provided promptly and accurately meeting the wishes of families and funeral directors; to provide a service to allow people to reserve and pre-purchase allotments and services; to ensure major clients, funeral directors and stonemasons, are provided with fair and appropriate levels of service; to provide information on cemeteries, facilities and services offered by The Authority; and to manage the financial imperatives of The Authority in accordance with ACT government guidelines;

Eligibility/Other Requirements: Diploma in Horticulture and/or equivalent demonstrated competence in relevant aspects of cemetery and/or park management. Hold a current drivers licence. Licences for backhoe-loader, excavator and heavy vehicle; knowledge, understanding and experience of the industry; knowledge and understanding of the roles and responsibilities regarding Government procurement and the receipt of public monies Chemcert® and Gravesafe® or equivalent qualifications and knowledge and experience in establishing and maintaining irrigation systems; ability to carry out a variety of other heavy manual tasks and a willingness to undertake training to maintain and expand on qualifications are desirable. The successful applicant will be required to undertake a fitness for duty test.

Note: Duties may include after hours and weekend work.

How to Apply: Written response addressing selection criteria and referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shane Kelly (02) 6204 0207 shane.kelly@act.gov.au

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

City Services

ACT NoWaste

Waste Regulation

Compliance Monitoring Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 44737, several)

Gazetted: 16 August 2019

Closing Date: 30 August 2019

Details: The Waste Regulation Section in ACT NoWaste is responsible for administration of the *Waste Management and Resource Recovery Act 2016 (Waste Act)*; which aims to reduce waste generation, increase resource recovery and reuse, and to encourage investment, innovation and best practice in the Territory's waste sector. The Waste Act provides the regulatory framework for licensing and registration of waste facilities and waste transporters operating in the ACT, the Territory's Container Deposit Scheme, waste activity reporting, and interventions to address the generation of waste by householders and businesses. We are a strategic regulator with the purpose of understanding the intricacies of the waste sector in the ACT and beyond and using regulatory tools to achieve the objectives of the legislation, waste strategies and policies, while achieving the best outcomes for Canberrans. We are looking to recruit a number of new Compliance Monitoring Officers to support the work of the Waste Regulation Section broadly; and with a specific focus on providing assurance and audit over regulated entities subject to the waste levy. We want strategic thinkers who can deliver creative solutions. Your ability to make compelling verbal and written arguments based on your analysis and research is equally as important as your ability to exercise regulatory powers onsite and in the field. 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: Experience working in an environment undertaking a range of regulatory activities such as compliance monitoring, auditing, enforcement, and/or investigation. As a minimum, a

current drivers licence or equivalent. The Officer must meet suitability requirements for consideration for appointment as an Authorised Person under the Act. These requirements include demonstrated experience, relevant qualifications, and being of good character.

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

How to Apply: Applicants are required to submit a response against each of the Selection Criteria as well as their curriculum vitae. The response, which should be no longer than two pages in length, must outline your experience and abilities against each of the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex Taylor 0435 969 792 alex.taylor@act.gov.au

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

City Services

Roads ACT

Road Maintenance/Environmental Services

Street Sweeper Driver

General Service Officer Level 7 \$62,521 - \$66,023, Canberra (PN: 44839, several)

Gazetted: 20 August 2019

Closing Date: 10 September 2019

Details: Roads ACT are seeking suitable candidates to fill vacancies for drivers of mechanical brooms (street sweepers). The successful candidates will be required to undertake duties as per the Position Description.

Eligibility/Other Requirements: The successful candidates must have a medium rigid (MR licence) as well as Asbestos Awareness and General Induction card (white card).

Note: This position involves shift work. 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 Position Description, and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Niklas Gansel (02) 6205 3167 niklas.gansel@act.gov.au

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

City Services

Roads ACT

Major Projects Support

Infrastructure Manager/Specialist

Infrastructure Manager/Specialist 3 \$184,668, Canberra (PN: 35491)

Gazetted: 21 August 2019

Closing Date: 4 September 2019

Details: The role is accountable for the specialist input and coordination of planning, design and construction activities and subsequent interfaces within City Services operational areas, and the broader road network. The role requires exceptional leadership and stakeholder engagement skills. This includes attendance and participation in the various coordination groups representing City Services that are made up of members from across government.

Eligibility/Other Requirements: A degree in a relevant technical field and associated experience; or other qualifications and relevant technical experience deemed equivalent. Current drivers licence is mandatory.

Note: This is a temporary position available from 12 September 2019 until 30 June 2020 with the possibility of permanency. Selection may be based from applications and referee reports only.

How to Apply: Interested applicants should (along with their curriculum vitae) submit a written response to the Selection Criteria shown in the accompanying Position Description. Contact details of two referees including your most recent direct report/manager should also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ken Marshall (02) 6207 6588 ken.marshall@act.gov.au

Chief Operating Officer Group

Governance and Ministerial Services

Governance

Assistant Director Corporate Strategy and Planning

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 13802)

Gazetted: 15 August 2019

Closing Date: 22 August 2019

Details: The Governance and Ministerial Services branch are seeking applications to fill a permanent vacancy in the role of Assistant Director, Corporate Strategy and Planning. The role sits within the Chief Operating Office Group, which provides essential services to the directorate to ensure delivery of connected services to the community.

The role reports directly to the Director, Corporate Strategy and will oversee the whole of government reporting and planning requirements for the Directorate, internal Executive reporting and the Governance framework. This role will also coordinate the drafting, publishing and tabling of the Directorate's annual report.

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 response to the Selection Criteria of no more than two pages, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Sarah Bourne (02) 6207 5495 sarah.bourne@act.gov.au

Applications should be submitted via the Apply Now button below.

City Services

Roads ACT

Road Maintenance

Works Manager

Infrastructure Officer 3 \$106,288 - \$116,675, Canberra (PN: 00824)

Gazetted: 20 August 2019

Closing Date: 19 September 2019

Details: Roads ACT are seeking candidates for the position of Works Manager within the Road Maintenance team. The position is critical to the delivery of services to the Canberra community as the role is responsible for planning and organising infrastructure maintenance services program to ensure timeliness of service delivery and optimisation of efficiency and resource allocation. Please see the Position Description for further details.

Eligibility/Other Requirements: Current C class driver's licence. Relevant tertiary qualifications and/or experience essential.

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

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Niklas Gansel (02) 6205 3167 niklas.gansel@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.

Roads and Public Transport

Transport Canberra

Belconnen Depot

Depot Transport Officer - Belconnen Depot

Transport Officer Grade 3 - ACTION \$100,490, Canberra (PN: A11755)

Gazetted: 15 August 2019

Closing Date: 22 August 2019

Details: Transport Canberra and City Services (TCCS) are seeking an experienced person in public transport operations with the ability to work effectively in a time pressured environment to perform the role of a depot Transport Officer.

The Depot Transport Officer is a key member of TCCS depot operations team and is responsible for dispatching and coordinating driver and bus resources to achieve network operational requirements. The depot Transport Officer has the responsibility of making decisions, often independently, on how to manage and resolve a wide range of rostering, resource management and incidents that affect the depot's resources and/or the operational network.

An understanding of the requirements of working in an industrial organisation will be well regarded. Knowledge of the Public Transport Industry, specifically bus operations. Ability to work rostered weekend shifts.

How to Apply: Please respond to each of the Selection Criteria. Each response should be no longer than one page.

Applications should be submitted via the Apply Now button below.

Contact Officer: Malcolm Howard (02) 6207 7640 Malcolm.Howard@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..

Suburban Land Agency

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

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

Program Solutions

Project Manager, Sustainability and Release Coordination

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 41560)

Gazetted: 20 August 2019

Closing Date: 3 September 2019

Details: The Suburban Land Agency is looking for an enthusiastic and committed team member to contribute to sustainable and innovative land development practices and land release coordination. As part of a small team, with the Sustainability and Release Coordination Unit, the successful candidate will support the Suburban Land Agency in delivering the Government's Indicative Land Release Program and in the delivery of socially and environmentally sustainable developments. This includes development of Government owned land for residential, commercial, industrial, community and non-urban uses. An important part of the role will be to oversee the implementation of the Suburban Land Agency's Sustainability Strategy. The successful candidate will have quality communication skills to support the Sustainability and Release Coordination unit communicating with Suburban Land Agency staff, other agencies and the Suburban Land Agency Board about sustainability and land release coordination. Cooperation and building partnerships are a key component of this role.

Eligibility/Other Requirements: The successful candidate will have outstanding organisational skills and will ideally have demonstrated experience in sustainability and land release coordination. Tertiary qualifications in

Sustainability or similar is highly desirable. Experience with the Microsoft Office suite, including Word, Excel and Powerpoint is essential.

Note: This is a temporary position available for a period of six months 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: Please submit a written application addressing the Selection Criteria limiting responses to 350 words per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rob Thorman (02) 6205 3062 rob.thorman@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

Clinical Services

Executive Director Medical Services

Pre-vocational Medical Education Officer

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 38038)

Gazetted: 22 August 2019

Closing Date: 4 September 2019

Overview of the work area and position: The Executive Director of Medical Services (EDMS) is a member of the CHS Executive, and oversees the medical services provided by Canberra Health Services (CHS), including professional leadership of the medical workforce, senior medical appointments, recruitment and line management for the junior medical workforce. The EDMS has operational management responsibility for:

- o ACT Pathology
- o Medical Imaging
- o Pharmacy
- o Medical Officer Support, Credentialing, Education and Training Unit (MOSCETU)
- o Health Technology Management
- o General Practitioner Liaison Unit
- o Library and Multimedia
- o Prevocational Education and Training
- o Physician Education and Training
- o ACT Blood Counts

The PMEO is responsible for supporting the training and clinical supervision of Junior Medical Officers (JMOs) in their first two years following graduation (PGY1/2). The position reports to the Director of Prevocational Education and Training and has direct line management through the Director of MOSCETU. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$272,410 - \$331,380 Eligibility/Other Requirements:

- o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency.
- o Postgraduate qualification in medical education will be highly regarded.
- Desirable:
- o Fellowship of a Specialist Medical College or equivalent specialist qualifications.

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

- o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).
- o Undergo a pre-employment Police check.
- o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Contact Officer: Dr Paul Dugdale, Executive Director Medical Services (02) 5124 2009 Applications can be forwarded to: AApply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

Clinical Services

Surgery and Oral Health

Acute Surgical Unit

Registered Nurse

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 19471)

Gazetted: 22 August 2019

Closing Date: 4 September 2019

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

Overview of the work area and position

The Acute Surgical Unit (ASU) is a 16 bed short stay (two-three days) general surgical ward. We cater for pre and post-surgical conditions within the ASU Model of Care.

Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within CHS. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff. The Clinical Development Nurse has highly developed and relevant skills and abilities to support and monitor staff education and skills development within the clinical area.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

Demonstrated currency of nursing practice in general surgical areas within the last five years.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note

This is a temporary position available for 12 months with possibility of extension. This position is part-time at 32 hours per week and the full-time salary noted above will be pro-rata. Hours could be negotiated to full-time hours.

Contact Officer: Megan Mickenbecker (02) 5124 5734 megan.mickenbecker@act.gov.au

Maternal and Child Health, Women, Youth and Children

ACT Pregnancy Intake and Referral Service

Registered Midwife

Registered Midwife Level 2 \$93,151 - \$98,728, Canberra (PN: 44707, several)

Gazetted: 22 August 2019

Closing Date: 2 September 2019

Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. 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 Centre's: which provide free treatment for minor illness and injury; six community health centre's: providing a range of general and specialist health services to people of all ages and a range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services. Overview of the work area and position: The Division of Women, Youth and Children (WYC) offers a range of primary, secondary and tertiary services across the acute and community based sectors. Maternal and Child Health (MACH) Services deliver a range of universal and targeted

services for newborns, young children and their parents/carers. These services aim to support early identification and intervention for child development concerns; and information and support for parenting. This is the only child and family health service across the ACT. The ACT Pregnancy Intake and Referral service is the first point of contact for women accessing public maternity care in the ACT. Midwives in the team will provide evidence-informed information to support the woman's decision making across the childbirth continuum and during the postnatal period up to six weeks after their baby is born.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); comprehensive experience in the delivery of midwifery care across the scope of practice of a midwife; International Board Certified Lactation Consultant and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: These positions are full time however part-time hours will be considered. There are several positions available and an order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Louise Murphy (02) 5124 1701 louise.murphy@act.gov.au

Clinical Services

Medicine

Clinical Forensic Medical Services

Forensic Nurse Examiner

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 16966)

Gazetted: 22 August 2019

Closing Date: 3 September 2019

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range of publicly funded health facilities, programs and services including but not limited to:

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

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

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

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

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

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

Overview of the work area and position

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

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

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

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

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

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

Eligibility/Other Requirements

Mandatory:

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

Current driver's licence.

Must be able to meet the requirements to hold an Australian Federal Police security clearance.

Desirable:

Registered Nurse with a minimum five years post registration experience.

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

Holds or is working towards a post graduate qualification. Preference for Emergency Nursing Clinical Forensic Nursing, Family Planning, Sexual Health Nursing or a willingness to gain required qualifications.

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

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 six months with the possibility of extension and/or permanency.

Contact Officer: Alison Horan (02) 5124 3508 alison.horan@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Occupational Therapy, Psychology, Social Work

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 23110)

Gazetted: 22 August 2019

Closing Date: 5 September 2019

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

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

- Rehabilitation and Speciality Mental Health Services (RSMHS)
- Adult Community Mental Health Services (ACMHS)
- Adult Acute Mental Health Services (AAMHS)
- Alcohol and Drug Services (ADS)
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)
- Dhulwa Mental Health Unit (DMHU)

Overview of the work area and position:

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

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

This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1 and HP2 clinicians.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Minimum of three years (ideal five years) post qualification
- Must hold a current driver's licence.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia
- Minimum of three years (ideal five years) post qualification
- Must hold a current driver's licence.

Highly Desirable:

Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students

For Social Work:

- Degree in Social Work
- Eligibility for membership of the Australian Association of Social Workers
- Minimum of three years (ideal five years) post qualification
- Must hold a current driver's licence.

Highly desirable for all disciplines:

- Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment Police check.
- Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.
- Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals
- Comply with ACT Health occupational screening requirements related to immunisation

Note:

This is a temporary position available for a period of 12 months with the possibility of extension. This is a full-time position, based at CAMHS South. Please note that part-time hours won't be considered. An order of merit will be established from this process and may be used to fill future identical full-time vacancies in either the North or South Community Teams within the next 12 months. Selection may be based on written application and referee reports only.

Contact Officer: Kalvinder Bains (02) 5124 3252 kalvinder.bains@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Unit

Psychologist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 25983)

Gazetted: 22 August 2019

Closing Date: 5 September 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) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

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

Overview of the work area and position

The Adult Mental Health Unit (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 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

The successful applicant of the Health Professional 3 Psychologist position is responsible for conducting skilled clinical assessments and delivering individual and group based psychological interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically-related staff (such as Allied Health Assistants).

The position will report operationally to the Allied Health Manager of AMHU/MHSSU. Professional governance of this position will come from the Principal Psychologist (MHJHADS).

Eligibility/Other Requirements:

Mandatory:

- Be registered or be eligible for general registration with the Psychology Board of Australia (AHPRA).
- Minimum of three years (ideal five years) post qualification experience.
- Current driver's licence.

Highly Desirable:

- Hold approval or be eligible for approval as a Psychology Board of Australia Supervisor.
- Experience working in an inpatient, acute mental health setting.

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 credentialing and scope of clinical practice requirements for allied health professionals.
- Comply with Canberra Health Service occupational screening requirements related to immunisation.

Note:

This is a temporary position available for immediate start until 10 February 2020 with the possibility of extension and or permanency. This is a full-time position within Adult Mental Health Unit working Monday to Friday. As a Mental Health Psychologist, you will also be eligible for an extra allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021.

Contact Officer: Roz Fitzgerald (02) 5124 5401 roz.fitzgerald@act.gov.au

Clinical Services

Medical Services

Pharmacy Services

Preceptor Pharmacist

Pharmacist Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving personal upgrade), Canberra (PN: 29810)

Gazetted: 22 August 2019

Closing Date: 17 October 2019

Details: Canberra Health Services

Our Vision: creating exceptional health care together

Our Role: to be a health service that is trusted by our community

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

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

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

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

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

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

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

Overview of the work area and position:

The Office of the Executive Director of Medical Services (EDMS) 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, administration staff and a clinical nurse educator. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Deputy Director of Quality Use of Medicines, Research and Education and The Lead Pharmacist for Education and Training, the pharmacist will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service.

Eligibility/Other Requirements:

Mandatory:

Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia (AHPRA)

A minimum of three years' experience as a registered pharmacist in a hospital pharmacy.

Pharmacy preceptor validation / certificate completed (or enrolled and working towards completion) as per AHPRA Pharmacy Board of Australia recommendations

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

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

Note:

This position is required to work across multiply sites.

Contact Officer: Jessica Barnard (02) 5124 2121 jessica.m.barnard@act.gov.au

Opiate Treatment Service

Registered Nurse

Registered Nurse Level 2 \$93,151 - \$98,728 , Canberra (PN: 28462)

Gazetted: 16 August 2019

Closing Date: 23 August 2019

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

Overview of the work area and position: The Alcohol and Drug Services (ADS) is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporates six areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services. Alcohol and Drug Services provides information, advice, referral, intake, assessment and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups. Under supervision of the Team Leader, the Registered Nurse role at this level is responsible for the provision of provide sound clinical services and interventions to clients of Alcohol and Drug Services. This includes participation in quality management and improvement initiatives to promote optimal service delivery, and the maintenance of professional competencies The Registered Nurse position is supported by a cohesive and multi-disciplinary team.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); 12 months recent nursing experience in an Alcohol and Drug facility, and a sound understanding of Alcohol and Other Drugs.

Desirable: It is desirable that the applicant holds or is working towards qualifications either at a certificate or postgraduate level. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This position maybe required to participate in overtime, and/or rotation roster.

Contact Officer: Sally Billington (02) 5124 7966 sally.billington@act.gov.au

Infrastructure Management and Maintenance

Facilities Management

Health Infrastructure Service Recurrent

Electrical Supervisor

Health Service Officer Level 10 \$84,257 - \$96,430, Canberra (PN: 40119)

Gazetted: 22 August 2019

Closing Date: 2 September 2019

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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.

Overview of the work area and position

Facilities Management (FM) is located at Level 1, Building 1, The Canberra Hospital, Garran, Canberra. FM are responsible for facilities management services across all CHS properties (Acute and Non-Acute), buildings, plant and non-clinical equipment. These services include high quality and timely planned and reactive maintenance and technical trade skill repairs.

The Electrical Supervisor role reports to the Maintenance Manager and is responsible for overseeing the electrical maintenance performed by internal trade staff as well as contractors, across all CHS buildings located at The Canberra Hospital. The asset portfolio is a diverse and complex range of systems and essential infrastructure that support the critical nature of a Health service delivery model, including but not limited to:

Body and Cardiac protected areas

Emergency power supply systems

Lighting control systems

Eligibility/Other Requirements

Mandatory:

Certificate III in Electrotechnology - Electrician, or recognised equivalent.

Unrestricted Electrical Licence.

Desirable:

Certificate IV in Work Health and Safety and/or Project Management, or recognised equivalent.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Clinical Services

Medicine

Medical

Office Manager, Neurology

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 19715)

Gazetted: 22 August 2019

Closing Date: 5 September 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.

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

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

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

Overview of the work area and position:

This position reports directly to the Director of Neurology and the Administration Manager, Division of Medicine. The Departmental Office Manager is responsible for managing the departmental human resource and fiscal matters.

Eligibility/Other Requirements:

Medical terminology is desirable, but not essential.

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

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

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

Clinical Services

Rehabilitation, Aged and Community Care

RACS Nursing

Registered Nurse Ward 11A/11B

Registered Nurse Level 1 \$67,078 - \$89,604, Canberra (PN: 20465, several)

Gazetted: 22 August 2019

Closing Date: 30 August 2019

Details: Canberra Health Services

Our Vision: creating exceptional health care together

Our Role: to be a health service that is trusted by our community

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

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

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

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

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

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

Overview of the work area and position

Rehabilitation, Aged and Community Care (RACS) is a vibrant and diverse Division within Canberra Health Services 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.

Eligibility/Other Requirements

Mandatory:

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

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: Chris Mead (02) 5124 3035 chris.mead@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Care

Allied Health

Social Worker

Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 44691)

Gazetted: 22 August 2019

Closing Date: 4 September 2019

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 centered, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework.

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

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

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

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

Overview of the work area and position

Canberra Health Services, provides multidisciplinary care across a range of hospital and community settings. There are several teams who provide Social Work services across inpatient, outpatient and community settings:

The Acute Support Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

Rehabilitation Aged and Community Care team (RACC) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post-acute and long-term illnesses.

The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services.

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health

circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing.

The Social Worker will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

Eligibility/Other Requirements

Mandatory:

Tertiary qualifications in Social Work or equivalent.

Current membership or eligibility for membership of the Australian Association of Social Workers.

At least one year's social work experience post qualification.

Desirable:

Current driver's licence

Previous experience in a health setting.

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*.

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 professionals.

Note

This position is part-time at 22:03 hours per week and the full-time salary noted above will be pro-rata. Increased hours may be considered. From this recruitment round an order of merit list may be established to fill permanent, temporary and casual positions over the next 12 months. Selection may be made on written applications alone.

Contact Officer: Patrice Higgins (02) 5124 0075 patrice.higgins@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Administrative Officer (Forensic Mental Health Services)

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 41244)

Gazetted: 22 August 2019

Closing Date: 5 September 2019

Details: About us:

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

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

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 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.

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

Overview of the work area and position:

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

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

Justice Health Services is part of the Mental Health, Justice Health, Alcohol and Drug Services. Justice Health Services (JHS) provides high quality primary and forensic mental health care and people can access these services through City Health Centre, Alexander Maconochie Centre (AMC), Dhulwa Mental Health Unit (DMHU) and young people at Bimberi Youth Justice Centre (BYJC). You may be required to work at various JHS sites providing administrative support including front office duties.

As the Administration Support Officer you will report to the Senior Manager, Forensic Mental Health Services Assistant Director of Nursing (ADON) and will be expected to provide high level customer service to consumers of the Health Clinic at the AMC. It is your role to assist in the day to day running of the clinic, including liaising with correctional staff, reception duties, answering and screening telephone calls, processing health referrals and assisting other administrative staff and health professionals.

Eligibility/Other Requirements:

Mandatory

Proficient in the Microsoft Office Suite

Desirable

Knowledge and experience in the use of relevant medical terminology.

Understanding and experience in dealing with persons affected by mental illness.

Current driver's licence.

Knowledge of Canberra Health Services internal software packages

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*.

Contact Officer: Jaime Bingham (02) 51241813 jaime.bingham@act.gov.au

Clinical Services

Cancer and Ambulatory Services

Canberra Region Cancer Service (CRCS)

Administration Officer

Administrative Services Officer Class 2/3 \$55,934 - \$68,204, Canberra (PN: 27054, several)

Gazetted: 22 August 2019

Closing Date: 5 September 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.

The Division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The Division is also responsible for the administration and some clinical support to Ambulatory and Community Health centres across Canberra Health Service.

Overview of the work area and position

Cancer services are divided into four clinical streams: medical oncology, radiation oncology, haematology and immunology. Each of the clinical streams is supported by a Service Coordinator. The Administration Service Officer will be part of a team providing administrative support within the Canberra Region Cancer Service (CRCS).

Eligibility/Other Requirements:

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

Notes:

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

Contact Officer: Mandy Willingham (02) 5124 8309 mandy.willingham@act.gov.au

Clinical Services

Clinical Support Services

Food Services

Menu Monitor

Health Service Officer Level 5 \$55,529 - \$58,287, Canberra (PN: 30492)

Gazetted: 22 August 2019

Closing Date: 29 August 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 function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of Canberra Health Services north and south of Canberra.

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

Food Service is organised into the following functional areas:

Food Service Administration;

Operation Support Services - Food preparation and Food Production;

Patient Services – Meal Plating and Rethermalisation/Meal deliveries to patients/Menu monitors;

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

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

External sites, Dhulwa and other Community Centres.

Eligibility/Other Requirements:

Highly Desirable:

Industry recognized qualifications;

Food Safety Certificate;

Current class C driver's licence.

Desirable:

Minimum three years relevant food service experience highly desired;

Relevant experience in Microsoft Office applications;

Relevant food service IT systems.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Contact Officer: Elizabeth Suarez (02) 5124 3932 elizabeth.suarez@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: 22 August 2019

Closing Date: 6 September 2019

Details: The Role:

Canberra Health Services (CHS) is looking for an enthusiastic and experienced Project Officer. The successful applicant will work with the Steering Group (comprised of management, employees and unions) to manage the Health Professional Classification review. This position will sit in the People and Culture portfolio which provides 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.

The Work Area:

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

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 18 months with the possibility of extension.

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

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Director of Allied Health

Suicide Prevention Co-ordinator

Health Professional Level 5 \$124,891 - \$140,596, Canberra (PN: 44744)

Gazetted: 22 August 2019

Closing Date: 5 September 2019

Details: Canberra Health Services

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

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

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

Six community health centres: providing a range of general and specialist health services to people of all ages.
A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and Alcohol and Drug Services.

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Dhulwa Mental Health Unit

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the work area and position:

The role requires the successful candidate to oversee the clinical services aspects of suicide prevention including ACT LifeSpan in MHJHADS. The suicide prevention coordinator for MHJHADS will work closely with the ACT Chief Psychiatrist, Black Dog Institute, the Assistant Director – LifeSpan Implementation, and service delivery areas to support the use of evidence-based treatment for suicidality, and improve the competency and confidence of mental health clinicians to deal with suicidality. Key components of this position will be to assess the viability of the SVAT, the development of a MHJHADS suicide prevention framework and the introduction of the Collaborative Assessment and Management of Suicidality therapeutic approach for MHJHADS.

ACT LifeSpan is an integrated approach to suicide prevention that has been developed by Black Dog Institute in partnership with clinicians, researchers, community groups and people with lived experience of suicide. It is funded by the ACT Government with support from the Capital Health Network, and is being trialed in the ACT for an initial period of three years from 2018-19. LifeSpan combines nine strategies that have strong evidence for suicide prevention into one community-led approach. The aim is to set up a strong foundation for local community action to prevent suicide.

Eligibility/Other Requirements:

Mandatory for all disciplines:

Minimum five years' post-qualification experience in mental health settings.

High level expertise and clinical knowledge, skill and experience in best practice principles and treatment for suicidality within a tertiary mental health setting.

The required professional qualification for their discipline (see below):

Mandatory for Occupational Therapy:

Hold registration with the Occupational Therapy Board of Australia.

Mandatory for Psychology:

Hold general registration with the Psychology Board of Australia.

Mandatory for Social Work:

Degree in Social Work.

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

Registration under the *ACT Working with Vulnerable People Act 2011*.

Highly Desirable for all disciplines:

Previous experience and working knowledge of MHJHADS strategic projects, business support and clinical service provision with specific familiarity of MHJHADS services.

High level understanding of best practice for suicidality.

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note:

This is a temporary part-time position available for a period of six months with the possibility of extension and/or permanency and works 22:05 hours per week and the full-time salary noted above will be paid pro rata.

Contact Officer: Therese Foster (02) 5124 1649 therese.foster@act.gov.au

Clinical Services

Clinical Support Services

Pharmacy

Lead Aseptic and Production Pharmacist

Pharmacist Level 4 \$112,334 - \$120,933, Canberra (PN: 29898)

Gazetted: 22 August 2019

Closing Date: 4 September 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:

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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 Office of the Executive Director of Medical Services (EDMS) 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, administration staff and a Clinical Nurse Educator. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

Under the broad direction of the Director and Deputy Directors of Pharmacy, the Lead for Aseptic and Production Services will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service.

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:

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

Prior to commencement successful candidates may be required to:

Undergo a pre-employment National Police check.

Comply with CHS 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 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

It is expected that this position will have a 0.5 FTE load working within one of the pharmacy production units, with the other listed duties making up the remaining 0.5 FTE.

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

Infrastructure Management and Maintenance

Facilities Management

Infrastructure and Health Support Services

Contracts and Leasing Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44199)

Gazetted: 22 August 2019

Closing Date: 3 September 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:

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

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

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

At CHS we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

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

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

Infrastructure and Health Support Services are responsible for:

Capital project delivery

Facilities Management

Domestic and Environmental Services

Food Services

Sterilising Services

Security Services and

Fleet Management

Overview of the work area and position

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

The Contracts and Leasing Manager will report to the Facilities Director and will be responsible for renewing and establishing lease agreements and service level agreements, managing utilities, developing statement of requirements for tendering purposes and managing new and existing maintenance contracts.

Eligibility/Other Requirements

Highly Desirable:

Relevant qualifications or experience in Project and/or Contract Management.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Rehabilitation, Aged and Community Services

Community Care Program

Nursing Services

Complex Care Clinical Nurse Consultant

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 22594, several)

Gazetted: 16 August 2019

Closing Date: 23 August 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 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 and 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. 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 is part of CHS's 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. Overview of the work area and position: The Community Care Program is seeking applications from suitably qualified and experienced Registered Nurses to fill permanent and temporary vacancies for the Complex Care Clinical Nurse Consultant (CNC) position. This full time consultancy role provides high level clinical leadership in a complex community based/acute and post-acute care environments to staff managing patients with a broad range of complex needs enabling them to remain independent in their own environment wherever possible.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current drivers' licence Desirable: Experience as a Registered Nurse in the community setting. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: There are several permanent and temporary positions available. The temporary positions are available for a period of six months with the possibility of extension. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Wendy Woodman (02) 51241298 wendy.woodman@act.gov.au

Rehabilitation Aged and Community Services

Community Care Nursing

Registered Nurse

Registered Nurse Level 1 \$67,078 - \$89,604, Canberra (PN: 27810)

Gazetted: 16 August 2019

Closing Date: 23 August 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 and 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 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 Canberra Health Services' 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 Public Hospital (UCPH) 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 Canberra Health Services.

The Community Care Program (CCP) Community Nursing Service delivers a range of health care community-based technical nursing services to residents of the ACT. These services include direct nursing care from new born and aged through to end of life in the areas of wound, continence, stoma, post-acute support and palliative care.

Eligibility/Other Requirements: Mandatory: Be registered (or eligible for registration) as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) and tertiary qualifications (or equivalent) in Nursing.

Desirable: Experience as a registered nurse in the community setting and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Wendy Woodman (02) 5124 1298 wendy.woodman@act.gov.au

Rehabilitation, Aged and Community Services

Administration Services Officer

Administrative Services Officer Class 2/3 \$55,934 - \$68,204, Canberra (PN: 44718, several)

Gazetted: 16 August 2019

Closing Date: 23 August 2019

About us: Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services; University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services; 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 and 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 provides 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.

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.

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 Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Walk-In Centres, Village Creek Centre in Kambah, and University of Canberra Public Hospital.

Our staff are committed to the delivery of health services that reflect Canberra Health Services values: care, excellence, collaboration, and integrity.

Planning is well underway to establish the ACT's fourth Walk-In/Community Health Centre at Weston Creek in 2019. The new Walk-In Centre is part of Canberra Health Services planned network of health facilities designed to meet the needs of our growing population. A number of RACS services work collaboratively with patients, their carers and other services within and external to Canberra Health Services.

Overview of the work area and position:

There are six Community Health Centres as part of Canberra Health Services. These Health Centres are located at Belconnen, Gungahlin, Dickson, City, Phillip and Tuggeranong. Three of these Health Centres also have a Walk-In Centres co located with them, and the fourth Walk-In Centre/Health Centre will be opened at Weston Creek later in 2019.

The expectation is that administration officers will work across all health centres when needed. In November this year Community Health will be opening a Nurse led Walk-In centre at Weston. We are looking for individuals with varied experience to apply for the permanent part time positions that can be located across all four Walk-In centres in the ACT. The Walk-in centres are open from 7:30am to 10pm, 7 days a week including public holidays. Shifts for administrative staff consist of an AM (7:30-15:51) and PM shift (14:09 to 22:30). The staffing in each Walk-In Centre consists of two full time and two part time staff on a rotating roster.

Part-time staff will be rostered around the full-time staff hours. The part-time staff can also be asked to cover any annual/personal leave. Staff will be located at a "home base" Walk-In centre but will be expected to work at another Walk-in centre as operational needs dictate. The Health Centres work in conjunction with the Walk-In Centres. The Health Centre hours are 8am to 5pm Monday to Friday. Staff working in the Walk-in Centres report to the Administration manager who oversees all the administration staff in all the Health Centres. There is an expectation that Walk-In centre administration staff integrate with Health centre staff and assist where needed. Administration Officers will be supported by a Health Centre Coordinator and an Administration Manager. Administration Officers are expected to provide support with receptionist duties including telephone and front reception enquiries, arriving consumers, records management and administrative support to the various community based services provided within Community Health Centres. The officer will demonstrate good

customer service skills, have the ability to resolve issues and display good communication and liaison skills. These positions are broad banded positions.

Eligibility/Other Requirements: Experience in an administrative environment would be an advantage but is not a requirement. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: There are several permanent part-time positions available for filling at 18.37 hours per week. The full-time salary noted above will be paid pro rata. An order of merit may be established to fill future temporary and permanent vacancies at level over the next 12 months, in both the Walk-In centres as well as the Health Centres. Positions at this level may be required to work at different Community Health centres and walk-in Centres as operational needs dictate. These positions are broad banded and the level/salary increment offered to successful applicants will be dependent on previous experience, knowledge and skills. Applicants are encouraged to contact the Contact Officer for additional information relating to broad banding arrangement. Selection may be based on application and referee reports only.

Contact Officer: Steve Sculac (02) 5124 1537 steve.sculac@act.gov.au

ACT Health Directorate

Selection documentation for the following positions may be downloaded from

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

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

Health Systems Policy and Research Group

Public Health, Protection and Regulation

Office of the Chief Health Officer

ACT Chief Health Officer

Senior Specialist \$222,205, Canberra (PN: 11744)

Details: The ACT Health Directorate is currently looking for an experienced clinical leader for a career-defining opportunity as the ACT Chief Health Officer of ACT.

This is a high-profile position, expected to provide high-level leadership and vision for public health in the ACT, whilst representing the ACT Government and ACT Health Directorate in the media, engagement with professional groups and community, therefore a strong background leading public health programs is essential.

This key strategic position is directly accountable for developing and implementing policies to promote, improve and protect the health of the community through:

- Providing authoritative public health medical, technical and strategic advice.
- Leading public health policy development, including identifying opportunities to streamline regulation, to focus resources on areas where the greatest risk of harm exists.
- Working to improve the health and wellbeing of all Canberrans through approaches which focus on whole populations, as well as specific vulnerable population groups such as Aboriginal and Torres Strait Islander people.
- Represent the Directorate on key intergovernmental committees and forums including the Australian Health Protection Principal Committee and the National Health and Medical Research Council.

The successful candidate will be someone who is proactive and systematic in their approach to dealing with complex problems and will have the ability to operate in a complex government environment.

Eligibility/Other Requirements:

- Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA).
- Postgraduate qualification in Public Health.
- Fellowship of the Australasian Faculty of Public Health Medicine or of the Royal Australasian College of Medical Administrators.
- Extensive knowledge and experience in best-practice and contemporary management and leadership approaches.
- Demonstrated involvement in implementing organisational change, improving outcomes and quality.

- Detailed understanding of leadership, financial risk management, strategic direction-setting and the challenges facing modern healthcare service delivery.

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

- Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).
- Undergo a pre-employment Police check.

Note: This position requires participation in an after-hours roster.

Salary, Remuneration and Conditions:

Senior Staff Specialist: \$222,205, plus applicable allowances and 10.5% super.

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

Medical Staff in the Health Directorate enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.cmtedd.act.gov.au/employment-framework/for-employees/agreements>.

How to Apply:

If this sounds like the opportunity you've been waiting for, please get in touch by either selecting the application link below or sending your enquiry to jess.gough@c-suitepartners.com.

Please note that only best fit applications, as determined by our screening process, will be invited to interview.

Applications can be made directly through: <https://c-suitepartners.com/job-board/>

Contact Officer: Jessica Gough +61401 825 746 jess.gough@c-suitepartners.com

Corporate Services Group

Digital Solutions Division

Technology Operations

Support Analyst

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 41753, various)

Gazette Date: 15 August 2019

Closing Date: 29 August 2019

Details: If you enjoy troubleshooting and investigating solutions for end users and have good communication skills then apply to join a team that's part of a large and exciting Digital Solution Division with a contemporary digital health strategy and opportunities for development and progression in this growing field. We are seeking motivated individuals to join our team as Support Analysts in a service desk environment. Located in Woden, our roles can also involve local client contact and support with the opportunity for flexible hours and out of hours on call rostered overtime. Please note this role is part of a service desk environment which also provides out of hours' support services. Support Analysts are required to provide technical support outside of usual business hours through a roster arrangement utilizing on call overtime arrangements and rostered shift work involving after hour shifts. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Qualifications in ITIL or experience working in an ITIL environment would be an advantage but not essential. Experience in the support and management of systems. Knowledge of the clinical and or administrative systems currently used by ACT Health would be an advantage but is not essential.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Darko Kasic (02) 6205 5500 Darko.Kasic@act.gov.au

Finance Manager - Internal Management Reporting

Senior Officer Grade C, \$106,043 - \$114,146. Canberra (PN: 41969)

Gazetted: 15 August 2019

Closing Date: 22 August 2019

Details: ACT Health Directorate is seeking applications from experienced candidates for the position of Finance Manager. Key responsibilities include internal budget preparation, management reporting, analysis and provision of financial advice to Divisions within the Directorate. This position directly reports to the Assistant Director-Internal Management Reporting.

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

Eligibility/Other Requirements: Tertiary qualifications in Accounting, Finance or related discipline will be an advantage.

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. Applications should include a curriculum vitae and a supporting statement of no more than two pages, outlining relevant experience.

Applications should be submitted via the Apply Now button below.

**Health Systems, Policy and Research Group
Office of Professional Leadership and Education
Clinical Placement Office**

Allied Health Clinical Placement Officer

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 18726)

Gazetted: 14 August 2019

Closing Date: 28 August 2019

Details: Are you an allied health professional looking to transition from clinical practice to government business? Join the friendly Clinical Placement Office and manage the allied health clinical placement program across ACT Health. We are after someone that has great coordination and all-round communication skills, and who can analyse data and initiate quality improvement activities. A key role will be stakeholder engagement to facilitate the placement of allied health students, and the planning, development and evaluation of student placements, policies, contracts and services. It is also important that you fit in with our positive team culture and contribute to maintaining our upbeat momentum. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in an ACT Health Directorate recognised allied health discipline. Eligibility for membership of the appropriate professional body, or unconditional registration with the Australian Health Practitioner Regulation Agency. 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.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sian Finch (02) 5124 9885 sian.finch@act.gov.au

Corporate Services

Strategic Infrastructure

Business Analysis, Strategic Infrastructure

Director, Business Analysis, Strategic Infrastructure

Senior Officer Grade A \$145,048, Canberra (PN: 38834)

Gazetted: 21 August 2019

Closing Date: 4 September 2019

Details: Strategic Infrastructure Division is responsible for Territory-wide health infrastructure policy, strategy and design, including public hospital campus planning. The division also has responsibility for ACT Health's territory wide property portfolio. As the Director, Business Analysis, you will lead a small team to provide commercial advice and support in relation to the Strategic Infrastructure division's infrastructure planning and management responsibilities. The position requires excellent communication skills to liaise with a range of different stakeholders from all ACT Government Directorates. The ACT Public Service supports workforce diversity and is

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

Eligibility/Other Requirements: The occupant of this position will have a strong understanding and ability to undertake the development of business cases and associated planning materials.

How to Apply: Applicants are asked to provide a written application of no more than two pages that addresses the Selection Criteria, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brad Burch (02) 5124 9719 Brad.Burch@act.gov.au

Health Systems, Policy and Research

Office of Deputy Director-General

Executive Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 42744)

Gazetted: 20 August 2019

Closing Date: 3 September 2019

Details: The Office of Deputy Director-General, Health Systems, Policy and Research is seeking an enthusiastic and high-performing Executive Officer to join our team. As an Executive Officer you will work with the executive support team to provide strategic support and procedural advice to the Deputy Director-General and the Group's Executive and support teams. With a high degree of initiative and a focus on good outcomes, you will collaborate with a range of peers and stakeholders to coordinate action for a high volume of ministerial and government business correspondence. High level written communication, liaison and negotiation skills are necessary to achieve positive outcomes across a range of responsibilities. The successful applicant will have strong organisation skills with a flexible approach to working in a dynamic environment. 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: Previous experience supporting an Executive office and team.

How to Apply: Please submit your resume including contact details of two referees, and a statement of claims in response to each Selection Criteria outlined in the duty statement.

Applications should be submitted via the Apply Now button below.

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

Health Systems, Policy and Research Group

Policy, Partnership and Programs

Executive Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44147)

Gazetted: 21 August 2019

Closing Date: 28 August 2019

Details: Policy, Partnership and Programs in the ACT Health Directorate is seeking an experienced Executive Officer to provide high-level strategic and operational support to the Executive Group Manager. The role is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement. 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 submit a written application addressing the Selection 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: Gabriela Sermeno (02) 5124 9922 gabriela.sermeno@act.gov.au

Health Systems, Policy and Research Group

Office of Professional Leadership and Education

Office of Medical Officer

**Manager, ACT Care Coordinator Unit and Clinical Networks Coordinator
Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44903)**

Gazetted: 21 August 2019

Closing Date: 4 September 2019

Details: Are you after a position where you are given a high level of autonomy to progress work of substance and meaning to the Canberra community? Where you will work with experts to make evidence-based decisions that will impact the delivery of health care across the ACT? Are you able to exercise discretion to provide well-informed advice to the ACT Chief Medical Officer? This important position will see the successful candidate undertaking two interesting roles – to support the ACT Chief Medical Officer to fulfil his role as the Care Coordinator under the Mental Health Act 2015, and to manage and provide secretariat services for the ACT's peak clinical committee, its sub-committees and Territory-wide clinical networks, including progressing the work program of each committee. We are after someone that has great coordination and communication skills, who enjoys liaising with stakeholders and people from all walks of life, is easily able to prepare quality written briefs and meeting papers on a variety of topics, and has experience interpreting legislation or formal high-level policy or guidelines. It is also important that you fit in with our positive team culture and contribute to maintaining our upbeat momentum. 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: Undergo a pre-employment National Police check.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Dinesh Arya (02) 5124 9320 dinesh.arya@act.gov.au

Health Systems, Policy and Research

Public Health Protection and Regulation

Health Protection Service

Pharmaceutical Inspector

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 19569)

Gazetted: 20 August 2019

Closing Date: 10 September 2019

Details: The Pharmaceutical Services Section has statutory and non-statutory responsibilities to promote the safe use of medicines in the ACT community. These responsibilities are stipulated under the Medicines, Poisons and Therapeutic Goods Act 2008 and Public Health Act 1997. The section is responsible for regulating controlled medicines prescribing and supply in the ACT, in the interest of minimising the risks associated with their abuse, misuse and diversion. This includes assessing applications from prescribers for approval to prescribe controlled medicines, and monitoring supplies from pharmacies through weekly dispensing reports. Reporting to the Senior Pharmacist, the Pharmaceutical Inspector will undertake the issuing of licences and conducting inspections of premises that deal with medicines or poisons in the ACT as well as regulating community pharmacy ownership and premises in the ACT through issue of licences to pharmacy owners and conducting inspections.

Eligibility/Other Requirements: The successful applicant will have experience and will be registered or have applied for registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA), have a current drivers licence, good verbal and written communication skills and be confident working both collaboratively and independently as required.

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

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

How to Apply: Applicants are to provide a written response against each of the selection criteria's and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Fitzsimons (02) 5124 9089 michael.fitzsimons@act.gov.au

Suburban Land Agency

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

**Program Solutions and Operations
Sustainability and Release Coordination
Project Officer, Sustainability**

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 36632)

Gazetted: 14 August 2019

Closing Date: 28 August 2019

Details: The Suburban Land Agency is seeking an enthusiastic and dedicated Project Officer to support the development, updating and implementation of the Agency's Sustainability Strategy and non-financial objectives. The successful candidate should be able to maintain effective relationships and have strong communication skills and demonstrated organisational skills, with the ability to represent the agency, work with a variety of project teams, and undertake research and reporting. The position requires an understanding of sustainability relating to land development. We are looking for applicants who are committed to sustainability, interested in implementing sustainability initiatives, and have an ability to work effectively as part of a small team.

Eligibility/Other Requirements: Qualifications in a relevant field such as Sustainability or Environmental Management.

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, 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: Rob Thorman (02) 6205 3062 rob.thorman@act.gov.au

APPOINTMENTS

ACT Electoral Commission

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

Jivan Sekhon 840-83762, Section 68(1), 19 August 2019

Chief Minister, Treasury and Economic Development

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

Zakariah Joseph 848-83348, Section 68(1), 20 August 2019

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

Susan McNeice 858-78030, Section 68(1), 22 August 2019

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

Angela Schacht 858-77177, Section 68(1), 20 August 2019

Education

Building Service Officer 2 \$58,001 - \$60,637

Steven Hunt 858-31451, Section 68(1), 20 August 2019

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

Lorna Indrele 858-30096, Section 68(1), 19 August 2019

School Assistant 2/3 \$47,563 - \$57,998

Leeanne Miller 843-33821, Section 68(1), 13 August 2019

School Assistant 2/3 \$47,563 - \$57,998

Rebekah O'Shea 843-42445, Section 68(1), 13 August 2019

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

Rosemary Rope 835-70075, Section 68(1), 19 August 2019

Building Service Officer 3 \$67,752 - \$71,593

Zoran VESKOVIC 848-94995, Section 68(1), 20 August 2019

Environment, Planning and Sustainable Development

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

Jackelyn Buckley 853-72419, Section 68(1), 21 August 2019

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

Christopher Holder 848-78987, Section 68(1), 21 August 2019

General Service Officer Level 5/6 \$55,097 - \$60,637

Hayden Johnson 858-57467, Section 68(1), 17 August 2019

General Service Officer Level 5/6 \$55,097 - \$60,637

Persephone Layton-Scheld 858-56851, Section 68(1), 17 August 2019

General Service Officer Level 5/6 \$55,097 - \$60,637

Gabrielle Merrick 853-69420, Section 68(1), 17 August 2019

General Service Officer Level 5/6 \$55,097 - \$60,637

Georgia Stewart 858-57299, Section 68(1), 17 August 2019

General Service Officer Level 5/6 \$55,097 - \$60,637

Isobel Tongs 858-56907, Section 68(1), 17 August 2019

Health

Specialist Level 1- 5 \$164,470 - \$202,960

Arif Alam, 86263425 Section 68(1), 1 August 2019

Specialist Level 1- 5 \$164,470 - \$202,960

Neelam Jain, 84783128 Section 68(1), 5 August 2019

Justice and Community Safety

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

Joanne Adams 855-74213, Section 68(1), 16 August 2019

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

Joanne Flashman 858-57395, Section 68(1), 20 August 2019

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

Jenna Ward-Smith 858-76692, Section 68(1), 19 August 2019

Transport Canberra and City Services

Bus Operator - Training \$68,960

Tony Arganese 858-76254, Section 68(1), 17 August 2019

Bus Operator - Training \$68,960

Shane Griffin 858-76334, Section 68(1), 17 August 2019

Bus Operator - Training \$68,960

Alexis Kidd 858-76270, Section 68(1), 17 August 2019

Bus Operator - Training \$68,960

Patrick McLaughlin 858-76668, Section 68(1), 17 August 2019

Bus Operator - Training \$68,960

Wattan Singh 858-76238, Section 68(1), 17 August 2019

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

Connie Theodosiou 849-17405, Section 68(1), 19 August 2019

Senior Officer Grade A \$145,048

Christopher Wilson 858-71920, Section 68(1), 28 August 2019

City Renewal Authority

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

Jack Steedman 858-63023, Section 68(1), 14 August 2019

Canberra Health Services

Assistant in Nursing \$51,603 - \$53,350

Catherine Alexander 853-58887, Section 68(1), 15 August 2019

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

Amber Anthes 847-27775, Section 68(1), 15 August 2019

Allied Health Assistant 2 (Qualified) \$52,820 - \$58,807

Jijo Augustine 858-77644, Section 68(1), 4 September 2019

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

Sharon Brew 857-44251, Section 68(1), 15 August 2019

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

Daina Burdett 857-44489, Section 68(1), 22 August 2019

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

Megan Charlton 845-02824, Section 68(1), 22 August 2019

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

Kylie Hodges 857-42184, Section 68(1), 22 August 2019

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

Madeleine Hornby 859-52720, Section 68(1), 5 September 2019

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

Brooke James 858-77820, Section 68(1), 19 August 2019

Assistant in Nursing \$51,603 - \$53,350

Jeesmon Mathew 856-73588, Section 68(1), 14 August 2019

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

Joshua O'NEILL 853-58852, Section 68(1), 19 August 2019

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

Tarwirel TENDAYI 858-77230, Section 68(1), 4 September 2019

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

Jasmin Van Dijk 856-73553, Section 68(1), 22 August 2019

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

Bradley Wallbank 859-51509, Section 68(1), 19 August 2019

ACT Health

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

Chhavi Srivastava 858-76019, Section 68(1), 19 August 2019

TRANSFERS

Canberra Health Services

Sarah Gordon: 789-44079

From: Health Professional Level 4 \$106,043

Health

To: Health Professional Level 4 \$106,043 - \$114,146

Canberra Health Services, Canberra (PN. 19182) (Gazetted 20 June 2019)

Carolyn Lane: 748-7920

From: Administrative Services Officer Class 2/3 \$63,374

Exhibition Park in Canberra

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

Canberra Health Services, Canberra (PN. 26101) (Gazetted 20 June 2019)

Jacqueline Williams: 820-94003

From: Senior Officer (Technical) Grade C \$106,043

Canberra Health Services

To: Senior Officer (Technical) Grade C \$106,043 - \$114,146

Canberra Health Services, Canberra (PN. 27896) (Gazetted)

PROMOTIONS

Canberra Institute of Technology

Education and Training Services

Student and Academic Services

Program Services

Shari Madden: 793-84456

From: Teacher Level 2 \$106,090

Canberra Institute of Technology

To: †Manager Education Level 1 \$122,965

Canberra Institute of Technology, Canberra (PN. 51784) (Gazetted 1 July 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.

Chief Minister, Treasury and Economic Development

Office of the Chief Digital Officer

ACT Digital

Jacob Dachs: 858-64317

From: Information Technology Officer Class 1 \$68,204 - \$77,639

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 43929) (Gazetted 18 June 2019)

Access Canberra

Construction and Utilities

Building Investigations Team

Douglas Farr: 827-09063

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 36009) (Gazetted 28 June 2019)

Revenue Management Division

ACT Valuation Office

Jordan Monge: 846-91813

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 34331) (Gazetted 12 July 2019)

Shared Services

Finance and Payroll Services

Reporting

Hau Phan: 789-36116

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 07040) (Gazetted 22 January 2019)

Shared Services ICT

Strategic Business

Portfolio Delivery Office

Boya Russell: 835-81639

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 38759) (Gazetted 27 June 2019)

Office of the Chief Digital Officer

ACT Digital

Defu Wan: 853-29357

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

Environment, Planning and Sustainable Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 44514) (Gazetted 20 June 2019)

Economic and Financial Group

Financial Framework Management and Insurance

Cecilia Willis: 846-96518

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$145,048

Chief Minister, Treasury and Economic Development, Canberra (PN. 44512) (Gazetted 2 July 2019)

Environment, Planning and Sustainable Development

Anne Miller: 853-65446

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 38910) (Gazetted 7 September 2018)

Chief Operating Officer

Governance Compliance and Legal

Legal Services

Anne Miller: 853-65446

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 38910) (Gazetted 7 September 2018)

Planning Delivery

Merit Assessment

Lydia Stone: 853-80005

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 21556) (Gazetted 6 May 2019)

Justice and Community Safety

ACT Corrective Services

Programs and Reintegration

Programs

Ebony Batten: 840-50127

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 15669) (Gazetted 8 July 2019)

Public Trustee and Guardian

Financial Management Services Unit

Jessica Bekavac: 835-93023

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 43925) (Gazetted 2 July 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.

ACT Human Rights Commission

Legal and Policy

Kevin Campbell: 844-82392

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

Justice and Community Safety

To: †Legal 1 \$61,785 - \$124,436

Justice and Community Safety, Canberra (PN. 48982) (Gazetted 17 June 2019)

ACT Corrective Services

**Community Corrections and Release Planning
Programs and Reintegration**

Stuart MacNab: 835-99492

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 34222) (Gazetted 3 July 2019)

Public Trustee and Guardian

Financial Management Services Unit

Helina Merritt: 713-75950

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 43924) (Gazetted 2 July 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.

ACT Courts and Tribunal

Registry Operations

Ashely Verner: 848-78338

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 44446) (Gazetted 27 February 2019)

Transport Canberra and City Services

City Services

City Operations

Infrastructure Planning

Snezana Dimitrovska: 772-39087

From: Infrastructure Officer 2 \$84,359 - \$97,055

Transport Canberra and City Services

To: †Infrastructure Officer 4 \$125,969 - \$143,118

Transport Canberra and City Services, Canberra (PN. 36779, expected vacancy) (Gazetted 7 June 2019)

City Services

Roads ACT

Road Maintenance/Program Delivery

Bradley Tarlinton: 835-90156

From: Technical Officer Level 2 \$62,521 - \$71,593

Transport Canberra and City Services

To: †Infrastructure Officer 1 \$69,932 - \$82,628

Transport Canberra and City Services, Canberra (PN. 23553) (Gazetted 11 July 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

Clinical Services

Wee See Chua: 827-28395

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. 31329) (Gazetted 18 July 2019)

Clinical Services

Shany Jis: 834-44802

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. 32303) (Gazetted 18 July 2019)

ACT Health

Health Systems, Policy and Research; Public Health, Protection and Regulation

Health Protection Service

Business Management Services

Tracey Docherty: 799-90149

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

ACT Health

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

ACT Health, Canberra (PN. 31708) (Gazetted 22 July 2019)

Health Systems, Policy and Research

Office of Deputy Director-General

Executive

Gabrielle Sek: 840-49011

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

ACT Health

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

ACT Health, Canberra (PN. 18592) (Gazetted 15 July 2019)

ACT Health Directorate

Lynn Spratt: 853-55168

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

ACT Health

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

ACT Health, Canberra (PN. 12955) (Gazetted 7 February 2019)