



ACT Government Gazette

Gazetted Notices for the week beginning 13 February 2020

VACANCIES

ACT Electoral Commission

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

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

Election Operations Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 43025)

Gazetted: 14 February 2020

Closing Date: 21 February 2020

Details: Are you interested in project work and have experience delivering and overseeing elections? The ACT Electoral Commission is looking for an enthusiastic and dedicated person to join our small and friendly team. This position offers the experience of working during the period when the Electoral Commission is preparing for, and conducting, the 2020 ACT election.

This position will offer the successful applicant the opportunity to be intimately involved in the Electoral Commission's election operations function. This will involve, among other things, the implementation of ICT business systems in preparation for the 2020 ACT Legislative Assembly election, as well as developing and implementing electoral procedures, and the planning and implementation of electoral event preparations. This position requires excellent project skills, high level written and oral communication skills, a willingness to perform a wide variety of tasks and projects and previous experience in the electoral environment.

Staff of the Electoral Commission are expected to demonstrate quality customer service and team work skills, be willing to continuously improve, be outcomes focused and accountable for their actions. It is also important for the successful applicants to understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

The ACT Electoral Commission is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we encourage people from an Aboriginal and/or Torres Strait Islander background, or People with Disability, and those who identify as LGBTIQ to apply for any position

Note: This is a temporary position available immediately until 30 November 2020. 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. As an electoral officer the person occupying this position will be required to perform duties on election and referendum days.

How to Apply: Applicants are asked to submit a one-page pitch addressing the capabilities set out in the Position Description and a copy of their curriculum vitae including details of two referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Jiv Sekhon (02) 6205 0046 jiv.sekhon@act.gov.au

Administration Assistant

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 43015)

Gazetted: 13 February 2020

Closing Date: 20 February 2020

Details: Elections ACT is looking for an enthusiastic and dedicated person to join our team on a three day per week part-time basis.

This position has responsibility for diary management and record keeping for the ACT Electoral Commissioner in accordance with the *Territory Records Act 2002*, finance administration (processing accounts payable and receivable invoices, petty cash management and credit card acquittals), providing HR support (setting up new starters, checking salary reports, booking staff travel and training courses) and providing assistance with the conduct of other elections as and when required.

In addition, in the 2020 election year this position will offer the experience of working during the period when the Electoral Commission is preparing for, and conducting, the 2020 ACT election.

We would like the successful applicant to possess effective writing and communication skills (answering phones, providing high quality customer service and liaising with your colleagues and stake holders' are key tasks).

Staff of the Electoral Commission are expected to demonstrate quality customer service and team work skills, be willing to continuously improve, be outcomes focused and accountable for their actions. It is also important for the successful applicants to understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

The ACT Electoral Commission is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we encourage people from an Aboriginal and/or Torres Strait Islander background, or People with Disability, and those who identify as LGBTIQ to apply for any position.

Notes: This temporary position is part-time at 19.5 (19:30) hours per week and the full-time salary noted above will be paid pro-rata. Selection may be based on application and referee reports only. As an Electoral Officer the person occupying this position will be required to perform duties on election and referendum days and weekends.

How to Apply: Applicants are asked to submit a one-page pitch addressing the capabilities set out in the Position Description and a copy of their curriculum vitae including details of two referees. Applications should be submitted via the Apply Now button below.

Contact Officer: Reynaida Camporedo (02) 6207 9340 reynaida.camporedo@act.gov.au

ACT Health

Health Protection Service

Business Management Service

Administration Officer

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 29465)

Gazetted: 17 February 2020

Closing Date: 2 March 2020

DIRECTORATE OVERVIEW

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

DIVISION OVERVIEW

HSPR Overview:

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

BUSINESS UNIT OVERVIEW

Public Health, Protection and Regulation (PHPR)

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

Health Protection Service

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

Business Management Services (BMS)

BMS provide administrative support to the Branch, including licensing and registration activities; customer service; general administrative duties; fleet management; information technology; and financial matters.

BMS also provide support and coordination of business and quality improvement and database management for the branch. 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.

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

How to Apply: Applicants are to address the Selection Criteria located in the Position Description. Referee reports may be requested.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracey Docherty (02) 5124 9926 tracey.docherty@act.gov.au

Strategic Infrastructure

Director Infrastructure Client Services

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 43574)

Gazetted: 17 February 2020

Closing Date: 24 February 2020

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. The Division is a fun place to work, where people enjoy a laugh and are self-motivated, team players and results driven. As the Director, Infrastructure Client Services, you will have responsibility for managing relationships with clients including ACTHD staff, and tenants in ACTHD owned assets. The position is also responsible for overseeing asset management projects as well as managing a small team responsible for the Directorate's vehicle fleet and the accommodation at ACTHD's main office in Woden.

You will be an enthusiastic team player who is results driven and has an excellent manner with our clients. 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 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liz Lopa (02) 5124 9805 liz.lopa@act.gov.au

Calvary Health Care ACT (Public)

Support Services

Wards Person

Executive Level Health Professional 3 - 4 \$51,762 - \$55,489, Canberra (PN: Expected)

Gazetted: 18 February 2020

Closing Date: 1 March 2020

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

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

Reference Number: 11620

Contact Officer: Leanne Done 02 6264 7080 Leanne.Done@calvary-act.com.au

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

Palliative Care

Clare Holland House

Staff Specialist

Executive Level Staff Specialist \$175,950 - \$217,127, Canberra (PN: expected)

Gazetted: 18 February 2020

Closing Date: 29 May 2018

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

Reference Number: 11652

Contact Officer: Suharsha Kanathigoda (02) 6264 7300 Suharsha.Kanathigoda@calvary-act.com.au

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

Intensive Care Unit / Coronary Care Unit

Nurse Unit Manager

Executive Level Registered Nurse Year 4 Grade 3 \$139,701, Canberra (PN: Expected)

Gazetted: 14 February 2020

Closing Date: 23 February 2020

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

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

Reference Number:11617

Contact Officer: Janeen Johnson janeen.johnson@calvary-act.com.au

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

Medical

Social Work

Social Workers

Health Professional 1.3 - 2.9 \$70,347 - \$90,737, Canberra (PN: LC0202)

Gazetted: 13 February 2020

Closing Date: 1 March 2020

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

Reference Number:11657

Contact Officer: Karen Dell 02 6201 6320 karen.dell@calvary-act.com.au

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

Critical Care

ICU/CCU

Registered Nurse Level 1

Executive Level Registered Nurse 1 year 2 - year 8 \$70,625 - 90,814, Canberra (PN: Expected)

Gazetted: 19 February 2020

Closing Date: 18 March 2020

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

Reference Number: 11700

Contact Officer: Amanda O'Donnell 02 6201 6099 Amanda.O'Donnell@calvary-act.com.au

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

Canberra Institute of Technology

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

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

Corporate Services

CIT Human Resources

CIT Safety and Employment Relations

Employment Relations Advisor

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 41615)

Gazetted: 17 February 2020

Closing Date: 2 March 2020

Details: Are you a Human Resource Professional with a passion for Employment Relations? Do you love being part of a multidisciplinary team? Are you looking for challenging role where you can apply your expertise in Australian Capital Territory Public Service conditions of service and contemporary people management to advise and guide best practice management to all levels of the organisation?

We are looking for an Employment Relations Advisor who can take a holistic approach to Canberra Institute of Technology's (CIT) employment relations needs. In this role, you will bring your drive and enthusiasm to lead and coordinate a range of ER functions, working as part of a multidisciplinary teams of HR advisors. You will play a leading role in building managerial capability to support healthy and productive workplaces, and provide high level advice and guidance to the CIT Executive on the interpretation and application of CIT's Enterprise Agreements and relevant employment law

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: If this sounds like you, please send us a one- to two-page submission, addressing your abilities against the position description along with your curriculum vitae. We look forward to hearing from you.

Applications should be submitted via the Apply Button now.

Contact Officer: Shane Campbell (02) 6207 3127 shane.campbell@cit.edu.au

Education and Training Services

Student and Academic Services

Library and Learning Services

Liaison Librarian

Professional Officer Class 1 \$60,292 - \$83,600, Canberra (PN: 54246)

Gazetted: 17 February 2020

Closing Date: 2 March 2020

Details: The Canberra Institute of Technology (CIT) is looking for a Liaison Librarian to deliver a comprehensive information service, including online services, reference services and specialist research. In partnership with teaching staff, the successful applicant is required to plan, design and deliver information literacy sessions; identify and assess quality learning resources and undertake moderation duties to ensure learning resources in CIT's digital repository are copyright compliant.

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: An appropriate degree or equivalent which allows for professional membership of the Australian Library and Information Association (ALIA).

Note: This is a temporary position available immediately for up to 12 months. This position is part-time at 20 hours per week and the full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are required to address the Selection Criteria and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee's reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Heather Jamieson (02) 6207 3375 heather.jamieson@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Commercial Services and Infrastructure

Property and Venues

National Arboretum Canberra

Events and Marketing Assistant

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 39287)

Gazetted: 17 February 2020

Closing Date: 4 March 2020

Details: The National Arboretum Canberra features 94 forests of threatened, rare and symbolic trees from Australia and around the world that are cultivated for conservation, scientific and educational study, display and preservation. The Arboretum enjoys strong community support and has a large volunteer presence, and also works closely with the Friends of the National Arboretum. If you have solid experience in graphic design, marketing

plans, social media content, delivery of events, administration skills including booking systems, as well as sound customer service skills and would like to join a positive and energetic team, we want to hear from you. The successful applicant will be based at the National Arboretum Canberra.

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 marketing/social media, graphic design and event qualifications or significant relevant work experience. Current manual drivers licence. Database experience preferred. Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: The position may include some evening and weekend work. This is a permanent position working 73.5 hours per fortnight. 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: Applications should send a curriculum vitae and take care to address each of the Selection Criteria providing examples that demonstrate your experience in each area.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christine Callen (02) 6205 4468 christine.callen@act.gov.au

Access Canberra

Construction and Utilities

Construction Services

Compliance Regulator

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 22814)

Gazetted: 17 February 2020

Closing Date: 2 March 2020

Details: Do you want to help make Canberra a better place to live? Are you interested in implementing change? Do you want to help raise the quality of building in the ACT? This might be the job for you.

Access Canberra is looking for a skilled technical expert to join the Rapid Regulatory Response Team and Construction Audit Team. We are looking for people who are motivated to achieve successful regulatory outcomes for building and planning in the ACT. You will have excellent attention to detail and a demonstrated ability to understand and interpret government legislation and technical building codes.

You will also need to demonstrate exceptional oral communication skills including the ability to stay calm under pressure in challenging scenarios. A high level of self-awareness including understanding how your behaviour and decisions effect all stakeholders involved in your decision making process is essential.

Eligibility/Other Requirements: Building inspector appointments are dependent on approval by the Construction Occupations Registrar as per *Section 128 of the Building Act 2004*. The Construction Occupations Registrar must be satisfied that the person is competent to exercise the functions of a building inspector under this Act. For example, a person who has acquired the knowledge and skills to carry out the task through training, qualifications or experience.

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

How to Apply: If you think this role sounds interesting and you're up for a challenge, send us your curriculum vitae and your response to the Selection Criteria. Your suitability for this position will be assessed in three key areas (Selection Criteria) and how they relate to the duties/responsibilities in the attached Position Description. Please limit each criteria response to half a page maximum.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jonathan Swale (02) 6205 9639 jonathan.swale@act.gov.au

Corporate

Corporate Management

Information Management

Freedom of Information and Privacy Administration Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 35393)

Gazetted: 14 February 2020

Closing Date: 28 February 2020

Details: An opportunity has arisen in the Information Access Team (IAT) to provide administration support to the Team with particular focus on Freedom of Information, Open Access and Privacy.

As the Administration Officer within the IAT, the successful candidate will require a consistent and reliable work ethic, strong and efficient administration, liaison and negotiation skills and the ability to manage conflicting demands to meet deadlines. This will include end to end processing of less complex FOI requests, spreadsheet tracking, quality assurance, drafting correspondence and liaising with internal and external stakeholders.

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

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

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

Applications should be submitted via the Apply Button now.

Contact Officer: Philip Dachs (02) 6207 7754 philip.dachs@act.gov.au

Access Canberra

Licensing and Registrations

Transport Solutions

Driver Licence Examiner

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 21215)

Gazetted: 13 February 2020

Closing Date: 20 February 2020

Details: Access Canberra is an ACT Government service that brings together customer and regulatory services.

Access Canberra has been set up to make it easier for business, community organisations and individuals to work with ACT Government and deliver a more seamless experience.

The Transport Solutions team is responsible for conducting government driver licence assessments, assessing and processing applications for public vehicle licences, accreditation of public transport providers, driving instructors and authorisations under the Authorised Examiner Scheme. The team also audits, monitors and manages the regulatory compliance of those schemes. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Applications will be assessed against the Selection Criteria of the Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. To apply please send us your two page pitch detailing your ability, ingenuity, experience and qualifications and how they make you the best person for this role, your current curriculum vitae and contact details of at least two referees. If you wish to find out more about the position, please call the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brenda Duggan (02) 6207 1423 brenda.duggan@act.gov.au

Access Canberra

Fair Trading and Compliance

Compliance

Inspector

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 55157, several)

Gazetted: 17 February 2020

Closing Date: 24 February 2020

Details: Would you like to make a real difference in the community and contribute to a safer vibrant city? Sick of doing the same thing day in, day out?

You won't get bored in this position which is fast paced in an ever-changing environment. You need to be able to think outside the square, problems solve, and think while on your feet. Can you keep up? The Compliance Team will see you working on a vast range of matters in relation to Gaming, Liquor, Security, Controlled Sports, Fair Trading, Working with Vulnerable People (to name a few!). Successful applicants will be able to demonstrate their ability to engage, educate and enforce in line with Access Canberra's Compliance Framework. As Inspectors successful applicants will be required to exercise powers and use a risk/harm based regulation model to conduct inspections/investigations, both individually and as a team member.

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

Eligibility/Other Requirements: A current driver's licence is essential. A Certificate IV in Government (Investigations) or relevant experience in a regulatory environment is desirable but not essential. Willingness to undertake work outside standard business hours.

Note: This is a temporary position available until 30 June 2020 with possibility of extension up to 12 months with the possibility of permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Applicants are asked to include a curriculum vitae, the details of two referees and a two page response detailing: 1) Your most relevant achievement in the last five years and how it relates to this position and its duties, and 2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role. Applications should be submitted via the Apply Now button below.

Contact Officer: Janelle Grattidge (02) 6207 0067 janelle.grattidge@act.gov.au

Access Canberra

Projects, Governance and Support

Finance and Budgets

Senior Director

Senior Officer Grade A \$147,006, Canberra (PN: 35192)

Gazetted: 17 February 2020

Closing Date: 2 March 2020

Details: Seeking absolutely fabulous communicator, leader, Finance genius.

Do you like people as well as numbers? Access Canberra is looking for a highly skilled leader with finance and accounting experience to head up our FABulous Finance and Budgets team. We are looking for a 'people person' with great communication and relationship building skills who can liaise with executives and leaders across Access Canberra and other parts of ACT Government and provide sound advice. You will lead and motivate a small, busy and highly skilled team who operate in an Activity Based Work environment.

Access Canberra leaders are pretty special - they are creative problem solvers, they work together to achieve outcomes, they take care of their people, and they have a keen sense of serving their community. If you are interested in joining this fabulous team, we look forward to hearing from you. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This position 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. Some travel between our various locations may be required. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a one to two page pitch, addressing the Selection Criteria and telling us why you are the best person for the job. Please include contact details for two referees – one of these must be someone who has worked for you.

Applications should be submitted via the Apply Now button below.

Contact Officer: Yu-Lan Chan (02) 6205 0319 yu-Lan.chan@act.gov.au

**Commercial Services Infrastructure
Infrastructure Finance and Reform
Director, Unsolicited Proposals
Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 37026)**

Gazetted: 19 February 2020

Closing Date: 2 March 2020

Details: Infrastructure Finance and Reform is seeking applications to fill the role of Director – Unsolicited Proposals. The role reports to the Executive Branch Manager and works alongside the Senior Director Infrastructure Finance, Directors of Capital Framework and Governance and Administration within the Infrastructure Finance and Reform branch of Treasury. The role requires a high performing person who shows initiative and can work in a dynamic and high-pressure environment. If you are interested in fulfilling work across multiple government Directorates, where no two days are the same; can juggle competing priorities; and have demonstrated experience in commerce procurement or analytics, this job could be for you. This role has responsibility for supporting the Territory's Guidelines for Unsolicited Proposals and providing advice and evaluation on unsolicited proposals. The role also supports Branch activities on advising Government on PPP and other major infrastructure projects. 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 a relevant field will be well regarded. A security clearance may also be required.

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 an application letter of no more than 1500 words, which should include specific statements on how the candidate satisfies each of the Selection Criteria and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Trevor Banks (02) 6207 8424 trevor.banks@act.gov.au

**Shared Services
Shared Services ICT
Strategic Business Branch
Director - Program Delivery
Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 17730)**

Gazetted: 19 February 2020

Closing Date: 4 March 2020

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 required. Project Management qualifications in PRINCE2 or PMBOK and experience preferred.

Qualifications in MSP would be highly desirable.

Note: This is a temporary position available immediately until 4 September 2020 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. Re-advertisement of position, if you have previously submitted an application for the position, you are not required to resubmit.

How to Apply: Please submit a written response of no more than 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, experience and what you can bring to the role.

Applications should be submitted via the Apply Button now.

Contact Officer: Nick Crossley (02) 6207 8919 nick.crossley@act.gov.au

Strategic Finance

Director - Budget Policy and Capital Works.

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 46382)

Gazetted: 14 February 2020

Closing Date: 21 February 2020

Details: An exciting opportunity has become available within the Government's central agency. We are seeking a highly motivated and experienced senior officer to manage a small team responsible for coordinating the Directorate's Annual Budget development process and monitoring the Capital Works program. You will be required to review and assist in the development of Budget business cases, monitor and review the impact of off-budget policy and Cabinet Submissions, prepare Cabinet Submissions on the Directorate's Capital Works program and liaise with Treasury and business units. The successful applicant will have good attention to detail, excellent communication skills and the ability to manage and complete multiple tasks in a timely manner in collaboration with various stakeholders. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

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

How to Apply: Interested applicants should provide a copy of a current curriculum vitae and a pitch of no more than two pages addressing the Selection Criteria included in the attached Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paul Ogden (02) 6207 9114 paul.ogden@act.gov.au

Commercial Services and Infrastructure

ACT Property Group

Customer and Tenancy Management, Customer Relationship Management

Assistant Director, Customer Relationship Management

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 35680)

Gazetted: 18 February 2020

Closing Date: 5 March 2020

Details: ACT Property Group are seeking people experienced in providing a central account management role for property related activities and coordinating and liaising with other business units and organisations. The Customer Relationship Team provides property related services to government and non-government organisations in ACT Government owned and leased properties. The position coordinates and liaises with other areas in ACT Property Group and Government on customer and property management matters. The position also provides day to day management of identified buildings under management or lease, liaison with building owners and advice on service improvements. This position and team is vital to ensuring that we understand and deliver our services to meet or exceed customer expectations where possible.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to

government. ACT Property Group has recently updated its structure. This position will be part of the Customer and Tenancy Management team leading implementation of the new arrangements and ensuring improved delivery of services to customers and stakeholders. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: ACT Property Group is seeking people with experience in customer account management, preferably in a non-residential property leasing and management area. A focus on providing high quality customer service in a positive and productive work environment is critical. Applicants must hold (or have the capacity to obtain) a White Card, Asbestos Awareness and current drivers licence (car). Qualifications in property management, commercial leasing, commercial real estate, management or similar will be highly regarded.

Note: This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. A merit pool will be established from this selection process and may be used to fill future identical permanent or temporary vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A two page pitch that tells the selection committee about your ability to perform the advertised role (Knowledge, Experience, skills, Behaviour) and why you are the best person for this role. The two page pitch should: Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.

Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brianna Crowe (02) 6205 2368 brianna.crowe@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

Utilities Technical Regulation

Senior Engineer (Water)/Senior Inspector (Water)

Senior Professional Officer Grade C \$107,475 - \$115,687, Canberra (PN: 20257)

Gazetted: 17 February 2020

Closing Date: 4 March 2020

Details: Utilities Technical Regulation (UTR) within Access Canberra supports the Technical Regulator through provision of advice on a broad range of issues related to the technical regulation of licensed and unlicensed utilities. This ensures that essential services such as electricity, gas and water are delivered to the ACT community in a safe and reliable way. In a dynamic and rapidly changing environment, particularly within the water sector and with the delivery of light rail, UTR is currently engaged in a range of exciting regulatory and policy initiatives. You will be responsible for managing regulatory relationships with operators of water and sewerage networks, dams, and stormwater harvesting utilities. You will be required to use your analytical and communication skills, and apply your technical expertise to a range of different problems and in developing regulatory settings for emerging 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.

Eligibility/Other Requirements: Demonstrably relevant technical qualifications and experience for appointment as a Senior Inspector, with a demonstrably relevant engineering degree for appointment as a Senior Engineer. You will require citizenship or permanent residency to be eligible for this role, as per guidance provided on the ACT Government Jobs website.

Note: Full consideration of part time working requests will be provided. Please contact the contact officer for further information. 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 submit a two page pitch, outlining your suitability for the role that references your experience and how this is applicable to this role. An up to date curriculum vitae and references must be provided. Applications should be submitted via the Apply Now button below.

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

Commercial Services and Infrastructure

ACT Property Group

Estate and Procurement Management

Assistant Director, Procurement and Contracts

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 35139)

Gazetted: 14 February 2020

Closing Date: 28 February 2020

Details: ACT Property Group are seeking an experienced professional to work with staff in the organisation to manage procurement activities in a compliant and timely manner, coordinate and manage property related procurement and contract activities, and support staff in the organisation by providing advice and assisting with development of policies and processes. This role is a blend of strategic oversight and coordination, and hands on procurement and contract management.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

ACT Property Group has recently updated its structure. This position will be part of the Estate and Procurement Management leadership team implementing the new arrangements and ensuring improved delivery of services to customers and stakeholders.

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

Eligibility/Other Requirements: Applicants need demonstrated experience in procurement and contract management, preferably with relevant qualifications. Qualifications in property or a related discipline are highly desirable. Membership of a related professional association (or the commitment and capacity to obtain this) is desirable. Applicants must hold (or have the capacity to obtain) a White Card, Asbestos Awareness and current driver's licence.

Note: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is based in an activity-based working (ABW) environment. 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 review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A two page pitch that tells the selection committee about your ability to perform the advertised role (Knowledge, Experience, Skills, Behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.

Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.

2. A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

3. Contact details of at least two referees.

Applications should be submitted via the Apply Button now

Contact Officer: Richard Binks (02) 6207 9398 richard.binks@act.gov.au

Revenue Management

Business Systems

Test Manager

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 42939)

Gazetted: 17 February 2020

Closing Date: 2 March 2020

Details: The ACT Revenue Office is seeking an experienced Test Manager to lead a small test team within the Business Systems Unit. You will have experience in a wide range of testing frameworks; a strong background in testing digital services; and be a highly effective communicator with both business and ICT professionals alike. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This position 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 provide a two page pitch detailing your experience and skills relevant to the Professional/Technical Skills and Behavioural Capabilities listed in the position description. Applications should also include contact details of at least two referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Domenic Dichiera (02) 6207 0076 domenic.dichiera@act.gov.au

Commercial Services and Infrastructure

ACT Property Group

Estate Management and Procurement

Assistant Director, Sustainability

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 31950)

Gazetted: 19 February 2020

Closing Date: 4 March 2020

Details: ACT Property Group is seeking someone with strong experience in achieving sustainability and energy efficiency outcomes in buildings and properties and wants to work closely with the building owner on achieving improvements in government buildings. This position will work with staff across the organisation and occupants of properties to raise awareness about environmental sustainability options. Work will focus on investigating, planning, co-ordinating and facilitating delivery of environmental sustainability projects, initiatives, policies and procedures. This position will also monitor energy management across ACT Property Group managed properties and assets, to ensure that energy savings opportunities are identified and achieved.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

ACT Property Group has recently updated its structure. This position will be part of the Estate Management and Procurement team implementing the new arrangements and ensuring improved delivery of services to customers and stakeholders.

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

Eligibility/Other Requirements: Applicants should have extensive knowledge and experience in the planning, design and delivery of energy and resource efficiency measures to significantly reduce carbon emissions, water consumption and waste in commercial or public buildings. Relevant qualifications such as building or mechanical

engineering, energy efficiency, building environment management and/or relevant experience working on environmental sustainability initiatives are required, along with an ACT White Card and Asbestos Awareness qualification, or the capacity to obtain these. Applicants must have a current driver's licence.

Note: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

A two page pitch that tells the selection committee about your ability to perform the advertised role (Knowledge, Experience, Skills, Behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.

Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew De Boni (02) 6213 0701 andrew.deboni@act.gov.au

Community Services

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

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

Children, Youth and Families

Child and Youth Protection Services

Child and Youth Protection Services

Family Group Conference Facilitator

Child and Youth Protection Professional Level 3 \$98,414 - \$103,427 (up to \$108,305 on achieving a personal upgrade), Canberra (PN: 46675, Several)

Gazetted: 14 February 2020

Closing Date: 29 February 2020

Details: The Family Group Conference Facilitator is responsible for the management and facilitation of Family Group Conferences for Aboriginal and Torres Strait Islander families involved with Child and Youth Protection Services. This will be done through working in collaboration with Case Managers, children, young people, their families and relevant agencies.

The position will be required to work closely with all people involved in the Family Group Conference process to ensure a structured and supportive approach is undertaken. This will enable families to develop a family plan to keep their child safe, strong and connected to family, culture and community.

The role requires the application of compliance with the relevant provisions of the Children and Young People Act 2008 and other legislation to consider the child protection issues and determine outcomes in the best interests of children and young people.

Female applicants are encouraged to apply. Being female is a genuine occupational qualification for this position under s 34(2)(i) of the Discrimination Act 1991 (ACT) as the duties of the role will include culturally sensitive functions of the role such as prenatal work which may on occasion incorporate/include 'women's business'. The position is located within the Cultural Services Team and have the support of an Aboriginal Practice Leader.

Eligibility/Other Requirements:

Essential qualifications and experience:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Experience in facilitation of groups / Mediation i.e. training, chairing meetings, group counselling sessions.

Proficiency in Aboriginal and Torres Strait Islander culture.

At least three years practice experience working with children, young people and their carers or families.

Current Driver's Licence.

Desirable qualifications and experience:

Diploma or relevant tertiary qualifications in Human Services or Community Services is highly desirable.

Note: This is a designated position in accordance with s42, Discrimination Act 1991 and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. Permanent and temporary opportunities are available. An order of merit may be established from this selection process and may be used to fill future permanent and temporary identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Button now.

Contact Officer: Maria Kanellopoulos (02) 6207 6968 cypsrecruitment@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Operations

Level 2 Technician, Audio

Technical Level 2 \$63,906, Canberra (PN: 3566, several)

Gazetted: 19 February 2020

Closing Date: 4 March 2020

Details: The Canberra Theatre Centre is looking for interested applicants to fill the technical departments Level 2 Audio position. The position requires the operation of the Audio, Audio Visual and Access services. Applicants will need to have proven knowledge and experience in professional performing arts environments. Duties require applicants to work night and weekend shifts on shows, maintenance of equipment and casual staff supervision. A strong understanding of d&b products along with other common touring audio systems are desirable.

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

How to Apply: Please provide a two-page pitch demonstrating your experience and suitability to perform the role and your curriculum vitae. Your pitch should include relevant examples that demonstrate the Selection Criteria.

Contact Officer: Rohan Cutler (02) 6243 5736 rohan.cutler@act.gov.au

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

Service Design and Delivery

Student Engagement

Student Engagement Team

Speech Language Pathologist – AAC & Mealtime Support

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 37006, Several)

Gazetted: 14 February 2020

Closing Date: 28 February 2020

Details: Student Engagement Team (NSET) is seeking Health Professional 3 speech language pathologists who have at least twelve months experience working with people with a range of disabilities in any setting and a strong interest in working with students with disabilities in our ACT Public Schools, including specialist schools. This role will provide speech language pathology supports that build staff capacity to meet the needs of students with communication and mealtime challenges including the provision of information, advice, in-class support and professional learning. There will also be opportunity to contribute to the support of students with additional

speech, language and communication needs in mainstream settings. This involves supporting the schools to enhance reasonable adjustments that help students to participate in and access the school curriculum. Support and supervision and quality ongoing professional learning and training is provided to Network Student Engagement Team (NSET) Speech Language Pathologists.

The successful applicant will have excellent communication skills, be motivated, resilient, adaptable and be able to establish positive working relationships with teachers, executive, students and the school communities. They will have an ability to collaborate with school staff, families, NDIA providers & other agencies to address student need in these school environments.

Eligibility/Other Requirements Tertiary qualifications in Speech Pathology. Eligibility for membership with Speech Pathology Australia, refer to duty statement. Current drivers' licence and access to a private vehicle. Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further Information on Working with Vulnerable People registration refer to: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. At least 3 years working as a speech language pathologist is desirable.

Note: Permanent and temporary roles may be offered. Part-time hours will be considered and the full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a covering letter that introduces yourself and includes your responses to the three questions below, along with your curriculum vitae. Your letter should be no more than three A4 pages, Font size 11. In your responses please consider your professional knowledge and skills as well as your relationship management capabilities as set out in the position description. Please do not reduplicate information from your curriculum vitae in your responses and please give examples.

Explain your level of experience in working with students/people with disabilities and give examples of support or initiatives that you have implemented with students, whole class/school, teacher/s, care team staff or families. Please include outcomes with your examples.

What interests you most about this role?

Please tell us why you would be successful in this role, give additional examples of how you demonstrate the capabilities required.

Applications should be submitted via the Apply Button now.

Contact Officer: Tania Piper 0466 852 573 tania.piper@ed.act.edu.au

Service Design and Delivery

Student Engagement

Network Student Engagement Team

Speech Language Pathologist – AAC and Mealtime Support

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 37195, several)

Gazetted: 14 February 2020

Closing Date: 27 February 2020

Details: Network Student Engagement Team (NSET) is seeking Health Professional 2 Speech Language Pathologists who have a strong interest in working with students with disabilities in our ACT Public Schools, including specialist schools. With support, this role will provide speech language pathology supports that build staff capacity to meet the needs of students with communication and mealtime challenges including the provision of information, advice, in-class support and professional learning. There will also be opportunity to contribute to the support of students with additional speech, language and communication needs in mainstream settings. This involves supporting the schools to enhance reasonable adjustments that help students to participate in and access the school curriculum. Support and supervision and quality ongoing professional learning and training is provided to (NSET) Speech Language Pathologists. The successful applicant will have strong communication skills and be able to establish positive working relationships with teachers, executive, students and the school communities. They will have an ability to collaborate with school staff, families, NDIA providers and other agencies to address student need in these school environments.

Eligibility/Other Requirements: Tertiary qualifications in Speech Pathology. Eligibility for membership with Speech Pathology Australia. 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/~/~working-with-vulnerable-people-

(wwwvp)-registration. Current driver's licence essential including access to a private vehicle. At least 12 months experience working as a speech language pathologist is desirable.

Note: Both permanent and temporary roles may be offered. These positions are available to commence immediately. Full-time and part-time hours will be considered. For part-time work the full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a covering letter that introduces yourself and includes your responses to the three (3) questions below, along with your curriculum vitae. Your letter should be no more than three A4 pages, Font size 11. In your responses please consider your professional knowledge and skills as well as your relationship management capabilities as set out in the Position Description. Please do not reduplicate information from your curriculum vitae in your responses and please give examples. 1.Explain your level of experience in working with students with disabilities and give examples of support or initiatives that you have implemented with students, whole class/school, teacher/s or families. Please include outcomes with your examples. 2.What interests you most about this role? 3.Please tell us why you would be successful in this role, give additional examples of how you demonstrate the capabilities required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Piper 0466 852 573 tania.piper@ed.act.edu.au

School Performance and Improvement Division

Melba Copland Secondary School

Principal

School Leader A 2 \$176,028, Canberra (PN: 45288)

Gazetted: 17 February 2020

Closing Date: 2 March 2020

About the School: Melba Copland is a dual campus secondary school situated in the West Belconnen region of Canberra. It is the only government school in the Canberra region providing secondary education for all students from years seven to 12, offering both the International Baccalaureate Middle Years program (MYP) and Diploma Program (DP).

Melba Copland Secondary School offers students a modern learning environment and promotes an enriching, safe and supportive learning culture where students are educated together in an inclusive environment. Melba Copland Secondary School promotes values of excellence, integrity and harmony in the multiple learning pathways offered to students. To support students to excel and achieve their intended goals, dedicated specialist teachers enhance the broad curriculum in modern facilities, including a Performing Arts Centre, modern science laboratories and established (Vocational Education and Training) VET facilities.

With a strong focus on equity and inclusion, the Principal will lead a consistent approach to learning across the school. As the leader of the school's executive team, the principal will collaboratively develop and lead the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership and teaching teams. The Education Directorate is seeking a dynamic school leader to build on the strong community engagement and partnerships.

Key Duties: The new principal will ensure the needs of all students are met in a timely way through the strategic use of resources, teams and the Education Support Office. With a diverse student population and key focus on high quality learning, you will lead the implementation of professional learning communities in the school, ensuring a high-level of effectiveness in meeting student's needs. You will also manage the school within legislative requirements and in accordance with system and school board policies. Providing professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

The Education Directorates Priorities: ACT Public Schools value innovative, student focussed leaders who lead school communities that are welcoming, dynamic, inclusive, culturally safe and meet the needs of all students. Successful leaders in the Directorate will be people focussed, have a strong commitment to the wellbeing of staff, students and families, and be capable of leading learning environments where all children and young people experience success, and where every teacher is empowered as an innovative learning professional to deliver high quality, engaging and differentiated learning experiences. The ACT Public School System is growing at pace with a growing city. We are responding to meet the needs of our dynamic Canberra community through the ACT Government's Future of Education Strategy to develop students who have the skills and abilities to succeed in a rapidly changing world - <https://www.education.act.gov.au/our-priorities/future-of-education>.

The execution of this ambitious agenda requires dynamic, flexible and innovative leaders who understand the challenges facing contemporary school leaders including the complexity, opportunity and challenges experienced

by young people, and can ensure greater student voice and agency with increasingly personalised learning. Successful leaders in the ACT will understand that our people are our greatest resource, that we are a leading learning organisation, where people know they matter and to this end all staff are engaged as learners in quality feedback and professional engagement as part of their daily experience at work. Where all staff understand the impact, they have both individually and collectively on student achievement and feel empowered and supported in their own professional growth and development.

Note: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility to obtain). 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. The process may be used to fill short term acting arrangements for other roles that may become available within the next 12 months.

How to Apply: Interested applicants in leading this Canberra public should provide curriculum vitae (two pages), statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and contact information for two referees. For more information about this opportunity, please contact the Contact Officer. In your application, we want to learn about the impact your leadership has had on improving outcomes for students, and what makes you the best person to be the next Principal of Melba Copland Secondary School.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kris Willis (02) 6205 3313 kris.willis@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.

Service Design and Delivery

Learning and Wellbeing Policy and Design

Learning and Teaching Policy and Service Design

School Leader B

School Leader B \$143,046, Canberra (PN: 46652)

Gazetted: 17 February 2020

Closing Date: 2 March 2020

Details: The Learning and Teaching team has a temporary vacancy for a director (School Leader B) who has:

Proven effective instructional school leadership and leading of learning.

Proven effective leading of school improvement processes and a good understanding of the NSIT. Knowledge of change management processes.

Knowledge of adult learning principles.

Deep pedagogical knowledge.

Strong understanding of curriculum.

Capacity to provide instructional capability development to educators at all levels across a number of school sectors.

Understanding of coaching and mentoring and professional learning communities as strategies to support capability development.

Proven written and oral communication and organisational skills.

Able to work as a member of a high functioning team.

This position is based in the Education Support Office with office-based conditions. The successful applicant will lead a small, dynamic team to further develop and implement the Enabling Pedagogies project including high impact strategies across the ACT Education public schools.

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

How to Apply: If this is a role that interests you please send a two page EOI referencing Professional Practice 1, 2 and 3 from the School Leader Capability Framework demonstrating your skills and experiences relevant to the position and a current curriculum vitae

Applications should be submitted via the Apply Button now.

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

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

System Policy and Reform

Early Childhood Policy and Regulation

Children's Education and Care Assurance

Director, Early Childhood Quality Assurance and Audit

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 20101)

Gazetted: 17 February 2020

Closing Date: 11 March 2020

Details: Children's Education and Care Assurance (CECA) is seeking applications from a motivated professional to fill the position of Director, Quality Assurance and Audit. CECA fulfils the functions of the Regulatory Authority for education and care services in the ACT under the Education and Care Services National Law (ACT) Act 2011, Children and Young People Act 2008, and administers the National Quality Framework (NQF). CECA promotes this transformative reform of the education and care sector which raises the quality of ECEC services through assessment and rating against the National Quality Standard (NQS) and audits for compliance with the legislation. The position of Director, Quality Assurance and Audit involves responsibility for oversight, management and direction of the Quality Assurance team and the Audit and Risk Management team, and the Information Officer position within CECA, and to work in partnership with service providers to deliver positive outcomes for children and their families in education and care settings.

Eligibility/Other Requirements: Qualifications and experience in education and care are desirable and would be an advantage. 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. The successful applicant will be required to attend a three day training course at the ACECQA office in Sydney.

Note: This is a temporary position available from 1 May 2020 to 31 July 2020, with a possibility of permanency. Applicants are encouraged to call the Contact Officer for information about the 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 successful applicant may be chosen on the written application and referee report only.

How to Apply: Applicants should address each of the attached Selection Criteria. Applications should include the name and contact details for two relevant referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Susan Sullivan (02) 6207 1093 susan.sullivan@act.gov.au

School Improvement and Performance

North Gungahlin

Lyneham Primary School

School Leader C

School Leader C \$122,856, Canberra (PN: 13684)

Gazetted: 17 February 2020

Closing Date: 24 February 2020

Details: Lyneham Primary School is a Preschool to year six situated in North Canberra. Lyneham Primary School is welcoming, open and caring. We value our partnerships with the broader community to improve student outcomes. Because we believe in respectful relationships, the social justice principles of equity and fairness underpin our work with all students, staff and families. We encourage our students to seek to understand and value the perspectives of others. Lyneham Primary School strives to promote a culture of high expectations for our students' academic success.

Job Description:

Promote and reinforce the school's mission, vision and improvement strategies to deliver excellent student learning outcomes in all areas.

High level leadership skills focusing on Literacy, Numeracy, Inquiry, Learning Technologies and the Australian Curriculum to deliver excellent student outcomes P-6; using evidence-based practices in pedagogy, planning, assessment and reporting, as part of the school improvement process.

Establish processes that encourage and enable staff to take individual and collective responsibility for professional learning and model a personal commitment to lifelong learning.

Work as part of the school leadership team to cultivate and promote respectful and productive relationships with students, staff and parents in a dynamic school community.

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

Note: This is a temporary position available immediately until 26 January 2021.

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

- Leading, learning and teaching
- Leading improvement, innovation and change
- Leading the management of the school

Applications should be submitted via the Apply Button now.

Contact Officer: Annamaria Zuffo (02) 6142 1720 annamaria.zuffo@ed.act.edu.au

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

Business Services

People and Performance

Assistant Director – Health, Safety and Wellbeing

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 43069)

Gazetted: 17 February 2020

Closing Date: 2 March 2020

Details: The Education Directorate is seeking a highly organised and experience Assistant Director, Health Safety and Wellbeing. This person will be responsible for leading a small team in the development and implementation of innovative health and safety policies, practices and to coordinate and drive the implementation of the Directorate's Health, Safety and Wellbeing Improvement Action Plan and Safety Management System.

The Education Directorate is one of seven ACT Government Directorates established with a collaborative purpose to achieve the ACT Government's priorities and to serve the community. The Education Directorate services include the provision of public-school education, regulation of education and care services, registration of non-government schools and home education.

Eligibility/Other Requirements: Completion of or enrolment in Certificate IV or Diploma in Workplace Health and Safety will be highly regarded.

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

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.

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

Contact Officer: Jason Feldner (02) 6207 3610 jason.feldner@act.gov.au

Office for Schools

North/Gungahlin

Amaroo School

Business Manager

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 30474)

Gazetted: 17 February 2020

Closing Date: 2 March 2020

Details: Amaroo School is a dynamic school located in Gungahlin. The school caters for children from Preschool to Year 10.

Amaroo School is seeking a highly motivated, self-managing individual for the position of Business Manager. The successful candidate is expected to be proactive, exercise judgement and initiative and work with limited supervision. The Business Manager is a member of the school Senior Leadership Team, providing business leadership of school operations. Responsibilities include:

Strategic Management
Financial Management
Facilities Management
Communications and stakeholder engagement
Procurement and contract management
Compliance, Risk and Governance
Human Resources
Eligibility/Other Requirements:

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.

Desirable

Experience in a business-related role
Financial qualification or relevant experience
First Aid Certificate

Staff employed in the ACT Public Service (ACTPS) are expected to model the ACTPS values and signature behaviours and general obligations as described in the Public Sector Management Act 1994 (PSM Act).

Note: This is a temporary position available from 6 April 2020 until 26 January 2021. Selection may be based on application and referee reports only.

How to Apply: Please write to the Selection Criteria provided and include a current curriculum vitae.

Applications should be submitted via the Apply Button now.

Contact Officer: Gai Beecher (02) 6142 1266 gai.beecher@ed.act.edu.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

Legislation, Policy and Programs

Civil Law

Policy Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 34434)

Gazetted: 19 February 2020

Closing Date: 4 March 2020

Details: Legislation, Policy and Programs is seeking applications for a highly motivated Policy Officer at the Administrative Service Officer 5 level in the Civil Law team. The Civil Law team offers a wide variety of interesting work across the areas of human rights and social policy, the courts and tribunal system, access to justice, and housing and consumer protection. The successful applicant will undertake legal policy work including the review and development of legislation, preparation of ministerial briefs, 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 legal 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.

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 (Professional and Behavioural capabilities) in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Ng (02) 6207 5547 jessica.ng@act.gov.au

ACT Corrective Services

Executive Services

Sentence Administration Board

Administrative Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 41765)

Gazetted: 17 February 2020

Closing Date: 2 March 2020

Details: An opportunity exists within the ACT Sentence Administration Board (SAB) Secretariat for an Administrative Officer for up to 12 months.

The Secretariat provides support to the ACT Sentence Administration Board to ensure the flow of timely documentation for consideration by its members so it can meet its statutory obligations.

The position requires a person with sound administrative and organisational skills who can contribute effectively to the work of the Secretariat team.

The successful applicant needs to be highly organised, able to meet strict deadlines and have effective communication skills.

The successful candidate will be required to attend Sentence Administration Board meetings on occasion, liaise with ACT Correction Services staff, prepare and collate reports and correspondence for Sentence Administration Board meetings, analyse information, prepare parole orders, enter data and provide general administrative support to the unit.

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

Eligibility/Other Requirements: Demonstrated knowledge of relevant legislation and/or an ability to interpret legislation and attention to detail are essential. Eligible persons will be required to undergo a National Police Check. Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to -https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available until 12 November 2020 with possibility of extension up to 12 months. Any queries about this position can be forwarded to the Contact Officer.

How to Apply: Applicants are required to submit four items: (1) a one to two page pitch addressing the professional/technical Skills and Knowledge, Behavioural capabilities, having regard for the job requirements (2) a current curriculum vitae; (3) the names and contact details of two referees (one should be a current Supervisor/Manager); and (4) a copy of WWVP card. Please ensure you submit all four items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Darah Bartlett (02) 6205 3421 darah.bartlett@act.gov.au

ACT Corrective Services

AMC Custodial Operations

AMC admin

Administration Officer

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 36294)

Gazetted: 18 February 2020

Closing Date: 24 February 2020

Details: ACT Corrective Services (ACTCS) is looking for an enthusiastic, highly motivated and suitable individual to fill the role of Administrative Officer within the Alexander Maconochie Centre (AMC) Executive Support Team. The successful applicant will be assist with the administration and coordination of visits bookings while maintaining compliance with the visits policy.

In addition, the successful applicant will be expected to demonstrate strong administrative skills including reporting tasks as required.

To be successful, you will have the ability to think and act in a busy environment, possess excellent customer service and communication skills and a demonstrated ability to manage personal work priorities. 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.

How to Apply: Applicants are required to submit four items: (1) a one to two page pitch addressing the professional/technical Skills and Knowledge, Behavioural capabilities, having regard for the job requirements (2) a current curriculum vitae; (3) the names and contact details of two referees (one should be a current Supervisor/Manager) (4) copy of your Working With Vulnerable People. Please ensure you submit all four items. Applications should be submitted via the Apply Now button below.

Contact Officer: Susan Loftus (02) 6207 3884 susan.loftus@act.gov.au

ACT Corrective Services

Ministerial Support

Administration Officer

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 34370)

Gazetted: 17 February 2020

Closing Date: 2 March 2020

Details: ACT Corrective Services (ACTCS) is looking for an enthusiastic, highly motivated and suitable individual to fill the role of Administration Officer (ASO3) within the Ministerial Support Unit (MSU).

The successful applicant will contribute to the effective document collation and coordination of subpoenas, information requests, requests under the Children and Young People Act 2008, file creation and assist the Director, MSU to support the operations of the team.

Further to this, you will be required to develop and maintain networks across industry, government, and other stakeholders to elicit support, involvement, and knowledge relevant to and impacting corrective services.

To be successful in the role, you will need to be highly organised, pay attention to detail and be able to communicate with a broad range of stakeholders across government, the community sector, academia and the public. The officer will need to be self-motivated, respond quickly to changing priorities and show initiative, sound judgement and an ability to adhere to tight timeframes.

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

Eligibility/ Other Requirements:

A working knowledge and understanding of Cabinet, Ministerial, Parliamentary and machinery of Government processes is desirable.

Demonstrates a commitment to Work, Health and Safety (WHS) and displays behaviour consistent with the ACT Public Service Values and Signature Behaviours.

How to Apply: Applicants are required to submit three items: 1) a one to two page pitch addressing the Professional/Technical Skills and Knowledge, Behavioural capabilities, having regard for the job requirements; 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: Laila Kazak (02) 6207 9289 laila.kazak@act.gov.au

ACT Corrective Services

Office of the Commissioner

Director, Office of the Commissioner

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 37993)

Gazetted: 19 February 2020

Closing Date: 4 March 2020

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person, to fill the role of Director, Office of the Commissioner. As the Director, Office of the Commissioner, you will provide high level support across a broad range of functions to the ACTCS Executive including internal communications and developing external communication strategies to promote the work of ACT Corrective Services. The successful applicant will coordinate and provide organisational responses to internal and external reviews and provide oversight to the implementation and management of associated recommendations. Further to this, the successful applicant will demonstrate the ability in applying government processes and working

collaboratively with other government agencies and external stakeholders. To be successful, you will be required to demonstrate exceptional communication, interpersonal skills and the ability in interpreting legislation, regulations, corporate objectives, instructions and other guideline materials relating to the operations, policies and functions of the service. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Current driver's licence is essential. NV 1 security clearance or the ability to obtain one. The successful candidate may be required to undergo a National police check.

How to Apply: Applicants are required to submit four items: (1) a one to three page written response addressing the professional/technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements; (2) a current curriculum vitae; (3) the names and contact details of two referees (one should be a current Supervisor/Manager); and (4) copy of driver's licence. Please ensure you submit all four items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jon Peach (02) 6207 0879 jon.peach@act.gov.au

Legislation, Policy and Programs

Civil Law

Manager

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 44045, several)

Gazetted: 17 February 2020

Closing Date: 4 March 2020

Details: The Civil Law team in Legislation, Policy and Programs, are seeking applications for a Senior Officer Grade B to work primarily in the Access to Justice area within the Civil Law team. The Civil Law team provides legal policy advice, delivers law reform and provides project management across a range of civil and administrative law topics, which include:

Access to Justice: Responsible for judicial and tribunal appointments and entitlements; restorative reforms of coronial processes; reforms to courts and tribunal legislation; reforms to electoral laws; legal assistance policy; and community legal centres support and funding arrangements.

Housing and Consumer Protection: Responsible for projects promoting access to housing, citizens' rights and consumer protection, including reforms of residential tenancies law; retirement villages regulation; professional standards regulation; defamation law; consumer protection law; and general civil law.

Human Rights and Social Policy (HRSP): Responsible for reforms of the Official Visitor scheme; statutory review of the *Human Rights Commission Act 2005*; discrimination law reforms; gender and LGBTIQ policy; privacy law; and elder abuse. HRSP is also responsible for scrutinising and assessing all Government Bills for compatibility with the *Human Rights Act 2004*; liaising with policy officers to address compatibility issues; advising the Attorney-General on compatibility; and delivering human rights training. Expertise in human rights law would be considered favourably for work related to HRSP.

Senior Policy Officers/Managers deliver critical legislation, law reform and policy projects and provide high quality, strategic advice to Ministers and Government. They are responsible for applying superior analytical and written skills to produce briefings, drafting instructions and issues papers across diverse areas of civil law. Supervision and leadership of staff will be required in this role. This is an opportunity to join a busy team that makes a significant contribution to the Government's access to justice agenda, which has a tangible impact on the lives of Canberrans.

Eligibility/Other Requirements: Relevant tertiary qualifications in law or a related field would be highly desirable.

Note: There are currently two temporary vacancies, one for 12 months and one until 30 June 2020. An order of merit list may be established from this selection process and may be used to fill identical vacancies over the next 12 months.

How to Apply: Please provide a written application that addresses the requirements of the position 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: Zoe Hutchinson (02) 6207 6192 Zoe.Hutchinson@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning

Programs and Reintegration

Team Leader, Corrections Programs

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 15978)

Gazetted: 18 February 2020

Closing Date: 3 March 2020

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to join the Programs and Reintegration Unit as the Team Leader, Corrections Programs. The successful applicant, through sound knowledge of trauma informed practice and the principles of therapeutic intervention, will provide leadership and support to staff to facilitate a range of programs and services within the Alexander Maconochie Centre (AMC) and Community. This includes oversight of the delivery of programs to male and female detainee cohorts. In addition, thorough understanding of offence specific, offence related, psychoeducational and wellbeing group work and counselling programs, this role will work collaboratively with other internal and external stakeholders to deliver services promoting rehabilitation and reintegration. 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 or management experience would be preferred.

Demonstrated experience in working with offenders in the criminal justice setting is desirable but not essential.

This position may require psychological aptitude testing as part of the assessment process.

This position does require a National Police Check.

A current driver's licence is essential.

This position does require a pre-employment medical.

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

How to Apply: Applicants are required to submit five items: (1) a one to three page written response addressing the professional/technical Skills and Knowledge, Behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae; (3) the names and contact details of two referees (one should be a current Supervisor/Manager); (4) a copy of your current driver's licence; (5) a copy of your Working with Vulnerable People card. Please ensure you submit all five items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine Garrington (02) 6207 0784 catherine.garrington@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

Roads ACT

Road Maintenance

Streetlight Electrician

Infrastructure Officer 2 \$85,498 - \$98,365, Canberra (PN: 37499)

Gazetted: 19 February 2020

Closing Date: 2 March 2020

Details: Roads ACT are responsible for the management of the road network (territorial and municipal), community paths, stormwater system, traffic signals, streetlights and associated infrastructure. Roads ACT manage and maintain these assets on behalf of the ACT Government for the enjoyment of the Canberra community. Road Maintenance are seeking a streetlight electrician to join the small team responsible for the management and maintenance of the streetlight network. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A current electrical contracting licence and either a HR or MR licence are 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: Please provide a current curriculum vitae and a response to the Selection Criteria (what you require) section of the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anand Joshi (02) 6205 4934 anand.joshi@act.gov.au

Chief Operating Officer

People and Capability

Organisational Development

Advisor, Culture and Strategy

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 39530)

Gazetted: 13 February 2020

Closing Date: 29 February 2020

Details: Are you a Human Resources (HR) professional with a passion for building workforce capability including performance development and employee engagement? Do you want the opportunity to work with great people in a rewarding career that shapes our city's future? Join Transport Canberra and City Services (TCCS) as we make Canberra attractive, safe and easy to move around. People and Capability are seeking applications from proactive and experienced candidates to join our team as a Culture and Strategy (CS) Advisor. In this role you will bring drive and enthusiasm to assist in the design, delivery and implementation of a range of projects and programs that are linked to the delivery of our Transport Canberra and City Services (TCCS) People Strategy and our goal of making TCCS a great place to work. These programs include a focus on performance development; employee engagement; diversity and inclusion; reward and recognition; and workplace culture projects, aligned to the TCCS Values and ACTPS Values and Code of Conduct, to build workforce capability. Our values are Excellence, Safety, Collaboration, Respect, Innovation and Integrity. We want our organisation to be full of talented people who believe in and demonstrate behaviours in line with our values.

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 Human Resources and/or Organisational Development is highly desirable.

Demonstrated knowledge and skills in strategic human resource management, government agile policy, project management and service design methodologies.

Accreditation, skills or knowledge of formal stakeholder and/or business engagement methodologies.

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 submit a written application of no more than three pages, responding to the Selection Criteria and a current curriculum vitae.

Applications should be submitted via the Apply Button now.

Contact Officer: Sharon Swincer (02) 6205 6190 sharon.swincer@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Capital Linen Service

Administration Officer

Capital Linen Service Band 5 \$70,091 - \$77,441, Canberra (PN: 27209)

Gazetted: 13 February 2020

Closing Date: 17 February 2020

Details: Transport Canberra and Business Services is responsible for transportation, including buses and light rail and business services consisting of a number of commercial operations, including Libraries ACT, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority.

Capital Linen Service (CLS) provides a managed linen service to a wide range of clients in the ACT, which include public and private hospitals, health and aged care providers, hotels, restaurants, major tourist attractions, educational institutions and emergency services.

The Administration Officer position is a multi-dimensional administrative position that reports to the Operations Manager as well as also providing coverage for a P/T Business Officer position. The purpose of the role is to provide administrative support for the operations team including data collection and analysis, minute taking, and

secretarial functions. Additional requirements include financial functions, staffing rostering and timesheets control as well as customer service and front office duties if required.

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

How to Apply: Applicants are to address the Selection Criteria (no more than three pages) 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 Button now.

Contact Officer: Peter Chamberlain (02) 6207 6954 peter.chamberlain@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.

Chief Operating Officer Group

Executive Branch Manager, Communications

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E733)

Gazetted: 13 February 2020

Closing Date: 20 February 2020

The Executive Branch Manager Communications leads the Transport Canberra and City Services (TCCS) communications team. The role includes coordinating the provision of high quality and responsive internal communications, public information and media about the services delivered by TCCS. Providing advice on communications and stakeholder management matters to senior management and in a Ministerial context. Building strategic relationships with media, government and community stakeholders. Management of people, performance and budget matters.

TCCS is an operationally focused directorate, with an on-call phone for media and emergency matters. As such this role will require periods of working outside of normal business hours.

The Executive Branch Manager role works collaboratively with TCCS executive, business areas, Minister's media advisor and peers across the ACT Government.

Remuneration: The position attracts a remuneration package ranging from \$251,027 to \$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.

How to Apply: Applicants should submit a two-page application and resume addressing their suitability and availability for the role. Selection may be based on written application and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Playford (02) 6207 8658 alison.playford@act.gov.au

City Services

Executive Branch Manager ACT NoWaste

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E661)

Gazetted: 13 February 2020

Closing Date: 20 February 2020

Details: ACT NOWaste manages domestic rubbish and recycling collections for over 149,000 Canberra households. It manages three resource management centres, including Canberra's domestic materials recovery facility and landfill at Mugga Lane and four regional recycling centres that contain waste and recycling drop-off facilities. It supports the recycling sector and helps Canberrans recycle more effectively through its industry support programs, collection and analysis of data about waste and recycling, education and promotional activities and the development of new recycling initiatives and facilities.

ACT NOWaste employs around 24 staff, has an annual recurrent budget of over \$26m per annum, a capital works portfolio of \$16M and collected revenue from a range of sources of over \$21M.

The Executive Branch Manager is responsible for strategic and operational outputs including strategic planning, procurement and management of contracted services, financial performance and human resources.

The role requires a commercially astute senior executive capable of operating within a public sector environment. The Executive Branch Manager reports to the Executive Group Manager City Operations.

Note: This position is currently vacant for the period 3 March 2020 to 31 December 2020, with the possibility of extension up to two years. Selection may be based on written application and referee reports only.

Remuneration: The position attracts a remuneration package ranging from \$251,027 to \$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 initially to 24 December 2020 with the possibility of an extension. The total period of the contract will not exceed two years.

How to Apply: Applicants should submit a two-page application and resume addressing their suitability and availability for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Meghan Oldfield (02) 6207 5716 meghan.oldfield@act.gov.au

City Services

Development Coordination

Development and Design Review

Senior Landscape Architect

Infrastructure Officer 3 \$107,723 - \$118,250, Canberra (PN: 23562)

Gazetted: 18 February 2020

Closing Date: 3 March 2020

Details: The Development Coordination Branch has responsibility for Transport Canberra and City Services' (TCCS) review of external and private development, road network performance analysis and modelling, and the TCCS schools program. The branch ensures quality outcomes of development across the city and undertakes work to inform infrastructure planning. The Senior Landscape Architect supervises the landscape team within the Development and Design Review team, an operational section which is responsible for design review and asset acceptance relating to private and external developments including greenfield estates by the Suburban Land Agency. The landscape team plays a critical role to ensure developments meet standards and policies on landscape elements, including protection of existing trees and new tree plantings. The responsibilities for this position are to assess a wide range of planning and design submissions and provide technical responses against design standards, codes, guidelines and policies, within given timeframes. This includes liaison with various Government entities and private consultants.

Eligibility/Other Requirements: A Degree in Landscape Architecture, and associated landscape experience; or other qualifications and relevant technical experience deemed equivalent with the tenure of the position. A current driver's licence is essential.

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 may be established from this selection process to 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 submit a written application of no more than two pages, outlining relevant experience and examples, demonstrating your capacity to perform the duties and responsibilities of the role, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeff Bell (02) 6207 5604 jeff.bell@act.gov.au

City Renewal Authority

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

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

Executive (Branch) Manager, Design and Place

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1044)

Gazetted: 13 February 2020

Closing Date: 6 March 2020

Details: Applications are sought for the position of Executive (Branch) Manager, Design and Place, City Renewal Authority (CRA).

The CRA is established under section 7 of the City Renewal Authority and Suburban Land Agency Act 2017 (the Act), and regulated by Parts 8 and 9 of the Financial Management Act 1996 (FMA), s. 50 of the Planning and Development Act 2007 and the Public Sector Management Act 1994 (PSMA).

The objectives of the CRA are set out in section 8 of the Act and include:

the encouragement and promotion of a vibrant city through the delivery of design-led, people-focused urban renewal;

the encouragement and promotion of social and environmental sustainability, and operational effectiveness, delivering value for money using sound risk practices.

The CRA 2025 Strategic Plan sets out the key directions and goals for the Authority. A copy of the plan can be accessed via https://www.act.gov.au/__data/assets/pdf_file/0006/1278402/2025-Strategic-Plan_-_November_W_Sig.pdf.

The Executive (Branch) Manager, Design and Place provides strategic program and project leadership and technical design advice to the Authority. The Executive (Branch) Manager, Design and Place is the senior Subject Matter Expert on design issues associated with the delivery of the CRA's Program and Project agenda and leads the delivery of the CRA's design, place making and activation program across the City Renewal Precinct. This includes project design leadership, procurement and management, review, and the formulation and implementation of place-based renewal and revitalization action plans in collaboration with a range of internal and external partners. The Executive (Branch) Manager, Design and Place supports the CEO and the Authority Board in advancing high quality design in the achievement of the CRA's objectives and programs. The position plays a central role in how the CRA partners, creates its projects and then co-designs and collaborates with other ACT Directorates, industry and the broader community to deliver them. The role is also a focus for innovation and creativity across the different elements of the agency's work.

Further information on the City Renewal can be found at: <https://www.act.gov.au/cityrenewal>.

Note: Formal qualifications in Architecture, Urban Design, Project Management, planning and urban development or demonstrable experience is required.

Remuneration: The position attracts a remuneration package ranging from \$251,027 to \$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.

How to Apply: Please contact our recruitment officer Gemma Bradley from Bespoke Careers - gemma.b@bespokecareers.com or (02) 9212 0230, 0415 615 870.

Contact Officer: Gemma Bradley, Bespoke Careers (02) 9212 0230, 0415 615 870, gemma.b@bespokecareers.com

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

Women, Youth and Children

Paediatric Medical and Adolescent Ward

Clinical Nurse Manager

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 23971)

Gazetted: 20 February 2020

Closing Date: 4 March 2020

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

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

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

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

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

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

Overview of the work area and position:

The Paediatric and Adolescent Clinical Nurse Manager position is an exciting opportunity to contribute to the strategic direction and clinical governance of the Paediatric and Adolescent Services.

The Division of Women, Youth and Children (WYC) offers a range of primary, secondary and tertiary services across the acute and community-based sectors. The Centenary Hospital for Women and Children (CHWC) is a tertiary centre providing specialised paediatric and neonatology services for the ACT and surrounding regional areas.

The Department of Paediatrics provides general medical and surgical paediatric inpatient and outpatient services including limited subspecialty. Inpatient services include a general paediatric unit, a designated adolescent unit and a high care unit for the care of high acuity patients. Outpatient services include a medical day procedure unit, day surgical unit and outpatient services. The unit is part of the Sydney Children's Hospital Network.

As Clinical Nurse Manager you will be leading an exceptional team of Paediatric and Adolescent nurses in the Paediatric Medical and Adolescent Wards, who are passionate about striving to improve outcomes for all patients and their families. The CHWC is currently in the process of undertaking expansion works which includes an Adolescent Mental Health Inpatient Unit (AdMHU) and an Outpatient Unit due for completion in 2021. The AdMHU inpatient Unit will be integrated with the current Adolescent Ward.

In this position you will contribute to the planning, design and build of this Unit while leading the paediatric nursing staff with managing cultural and organisational change. This includes contributing to the development of a workforce strategy to meet the requirements of this new Unit.

Reporting to the Assistant Director of Nursing (Paediatrics and Neonatology) the Clinical Nurse Manager will provide nursing leadership and support staff of the Paediatric Medical and Adolescent Wards to achieve excellence in clinical practice, working collaboratively with the multidisciplinary team and consumers.

Eligibility/Other Requirements

Mandatory:

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

Extensive clinical experience in the relevant field.

Desirable:

Post graduate qualification in Paediatric Nursing,

Post graduate qualification in Adolescent or Adult Mental Health Nursing,

Post graduate qualification in management and/or leadership.

Prior to commencement successful candidates will be required to:

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

Undergo pre-employment National Police check.

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

Contact Officer: Alison Moore 02 5124 7395 alison.moore@act.gov.au

Clinical Services

Division of Critical Care

Intensive Care Unit

Clinical Development Nurse - ICU

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 28937)

Gazetted: 20 February 2020

Closing Date: 25 February 2020

Details: 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, Alcohol and Drug Services.

Overview of the Work Area and Position

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

The Clinical Development Nurse is a challenging role that requires an RN with demonstrated expert knowledge and highly developed interpersonal skills, to undertake the responsibility of teaching and supporting nursing staff including new graduates, undergraduate and postgraduate student nurses in the workplace. This position entails being approachable, demonstrating excellent communication skill, having a passion for sharing knowledge and educating others.

The Intensive Care Unit has 31 beds and is a level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS. The unit satisfies College requirements for training in Neurosurgery, Cardiothoracic care and Trauma. The unit participates in local, national and international multi-disciplinary and multi-centre research, and has a strong commitment to teaching.

Eligibility/Other Requirements:

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
12 months Hospital based Registered Nurse.

Desirable:

Post Graduate qualification in a critical care nursing specialty or clinical teaching,
Demonstration of sound knowledge in adult learning principles to support ongoing education.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

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

Note:

This is a temporary position available for a period of 12 months. The successful applicant will be required to work on a roster basis, Monday to Friday, morning and evening shifts only.

Contact Officer: Amanda McCarthy (02) 5124 2756 amanda.mccarthy@act.gov.au

Clinical Services

Alcohol and Drug Service

Withdrawal Unit

Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 28422)

Gazetted: 20 February 2020

Closing Date: 3 March 2020

Details: 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, Alcohol and Drug Services.

Overview of the Work Area and Position

The Alcohol and Drug Services 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:

Current un-conditional registration or eligibility for un-conditional registration as a Registered Nurse with the Nursing and Midwifery Board of Australia.

12 months recent nursing experience in a Alcohol and Drug facility, and Sound understanding of Alcohol and Other Drugs.

Desirable:

Current driver's licence.

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 National Police check.

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

Note:

This position is part-time at 28 hours per week and the full-time salary noted above will be pro-rata. This position maybe required to participate in overtime, and/or rotation roster.

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

Clinical Services

Rehabilitation, Aged and Community Services

Community Care Program

Registered Nurse Level 2

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 19597)

Gazetted: 20 February 2020

Closing Date: 4 March 2020

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.

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

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

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 Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

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

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

Overview of the work area and position:

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 Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Service's values: Reliable, Progressive, Respectful and Kind.

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 community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care. Services are delivered in a clinic or domiciliary setting.

Eligibility/Other Requirements:

Mandatory:

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

Tertiary qualifications in Bachelor of Applied Science in Nursing.

Desirable:

Must hold a current driver's licence.

Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and /or community health applicable to the position.

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.

Contact Officer: Libby Coates (02) 5124 1276 libby.coates@act.gov.au

Allied Health

Exercise Physiology Department

Exercise Physiologist

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 46485)

Gazetted: 20 February 2020

Closing Date: 28 February 2020

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

Overview of the work area and position:

The Cancer Wellbeing Centre (CWC) at Canberra Region Cancer Centre (CRCC) will offer a range of wellness and supportive programs for cancer patients and their significant others during active treatment and in the transition to the post treatment phase. The CWC will provide patients with services aimed to improve patients' overall health and wellbeing, integrated with their clinical cancer care at CRCC.

This position will be employed on a temporary part-time (29.4 hours per week) basis within the Exercise Physiology Department. Our Exercise Physiologists work closely with patients, families/carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high-quality patient centred care.

The Exercise Physiology Department specialises in the provision of clinical exercise prescription and lifestyle modification for individuals with chronic disease and/or injury.

Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in the Cancer Wellbeing Centre at Canberra Region Cancer Centre.

The overall functions of the Exercise Physiologist under professional supervision include:

Promoting positive client outcomes through the provision of high-quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.

Promoting individual or group service delivery.

Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

Eligibility/Other Requirements:

Mandatory:

Exercise Physiology Degree or equivalent qualification from a recognised tertiary institution

Current accreditation with Exercise and Sports Science Australia (ESSA)

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

Current driver's licence.

Applicants must have a minimum of three years (ideal five years) post-qualification experience.

Desirable:

Experience providing Exercise Physiology services to cancer patients (highly desirable)

Qualifications in alternative exercise modalities i.e. Pilates, Yoga

Experience in the Exercise Physiology Department

Prior to commencement successful candidates will be required to:

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

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

Note: This is a temporary part-time position available at 29.4 hours per week for a period of 10 months. The full-time salary noted above will be paid pro-rata.

Contact Officer: Tarryn Mair (02) 5124 3616 tarryn.mair@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services

Health Professional Level 3, Child and Adolescent Mental Health Services

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 21868, several)

Gazetted: 20 February 2020

Closing Date: 5 March 2020

NOTE: These positions are being re-advertised, previous applicants need not reapply - previous Job No. 01MDF.

Our Vision: Creating exceptional healthcare 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.

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

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

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

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the work area and position:

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:

Mandatory:

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

(HP3) Minimum of three years (ideal five years) post qualification.

Highly Desirable:

(HP3) Approved or eligible for approval as a Psychology Board of Australia Supervisor.

For Social Work:

Mandatory

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.

(HP3) Minimum of three years (ideal five years) post qualification.

Must hold a current ACT 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:

Comply with Canberra Health Services credentialing requirements for allied health.

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

Undergo a pre-employment National Police check

Note:

There are two vacancies; one part-time permanent position at 22.05 hours per week and one part-time temporary six month position at 29.24 hours per week with a possibility of an extension based at CAMHS North. An order of merit will be established from this process and may be used to fill future identical full time permanent vacancies in either the North or South Community Teams within a 12 month period. Selection may be based on written application and referee reports only.

Contact Officer: Kalvinder Bains (02) 5124 3133 kalvinder.bains@act.gov.au

Allied Health

Acute Allied Health Services

Social Work

Social Worker Acute Support

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 46473)

Gazetted: 20 February 2020

Closing Date: 4 March 2020

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, Alcohol and Drug Services.

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.

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.

Mandatory:

Tertiary qualifications in Social Work.

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

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

Applicants must have a minimum of three years (ideal five years) post-qualification experience.

Desirable:

Current driver's licence.

Previous hospital or health experience.

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 a period of up to 12 months. An order of merit list may be established to fill future vacancies at level over the next 12 months. This is a full-time position part-time will not be considered.

Selection maybe based on written applications and referee reports only.

Contact Officer: Nancy Jacobs (02) 5124 2316 nancy.jacobs@act.gov.au

University of Canberra Hospital Rehabilitation, Aged and Community Services

Administration

Administration Manager

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 36850)

Gazetted: 20 February 2020

Closing Date: 4 March 2020

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

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A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, 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, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah.

Working across multiple sites the Administration Manager is responsible for the day to day management of the administration team ensuring effective and efficient delivery of administrative support to both internal and external clients. The Administration Manager reports directly to the Operations Manager RACS.

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

Excellent interpersonal skills and the ability to develop and maintain relationships within the team, across Canberra Health services and relevant external stakeholders

Ability to prioritise, delegate and respond to competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy within the team

Commitment to providing high quality customer service and achieving positive outcomes for clients and the Division

Eligibility/Other Requirements:

Desirable:

Tertiary Qualifications in an administrative/management related field (or progress towards them)

Prior to commencement successful candidates will be required to:

Undergo pre-employment National Police check.

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

Contact Officer: Steve Sculac 02 5124 0226 steve.sculac@act.gov.au

Infrastructure and Health Support Services

Client Services, Security and Emergency

Fire Safety and Transport

Fleet Coordinator

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 23114)

Gazetted: 20 February 2020

Closing Date: 4 March 2020

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Overview of the work area and position

The Infrastructure and Health Support Services Group (IHSSG) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations.

Operational Support Services is a branch of IHSSG which is responsible for:

Client Services: the CHS Contact Centre, on-campus and off-campus residential accommodation services, volunteer management, as well as Canberra Hospital's reception, foyer and mail services.

Protective Services: fire safety, emergency response and security operations.

Transport Services: parking operations and enforcement, and fleet management.

Transport Services mission is to provide access to our services for staff, patients and visitors through proactive transport planning and parking enforcement which recognises that visiting healthcare facilities may be distressing circumstances for some people. Transport Services also administers planning, procurement and maintenance of fleet vehicles on behalf of business units to ensure our services have access to fit-for-purpose and environmentally sustainable vehicles.

Under limited direction from the Assistant Director, the Coordinator will be responsible for working collaboratively with business units, executives, fleet provider, vehicle suppliers and repairers, and finance personnel to manage the Directorate's fleet vehicles. The Coordinator is expected to work collaboratively with business units across the Directorate and be supportive and flexible in their approach to changing priorities.

Eligibility/Other Requirements:

Mandatory:

An unrestricted Class C driver's Licence.

Desirable:

Experience in fleet management and/or contract management would be highly desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Contact Officer: Michael Warylo (02) 5124 9797 michael.warylo@act.gov.au

Medical Services

Executive Director of Medical Services

Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU)

Recruitment Support Officer (MOSCETU)

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 40588)

Gazetted: 20 February 2020

Closing Date: 27 February 2020

Details: About us:

Our Vision: Creating exceptional health care together.

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

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Overview of the work area and position:

Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) has responsibility for:

- The process for credentialing and defining the scope of clinical practice of Senior Doctors and Dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a Senior Doctor or Dentist working in a public health facility in the ACT. The unit also manages the work of the ACT Health Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, MOSCETU and CEO Canberra Health Services;
- the development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program; and
- Manage the recruitment, rostering and administration related to the Junior Medical workforce.

The position of Recruitment Support Officer sits within the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) of Canberra Hospital and Health Services. The role would be suited to a person with strong administrative and interpersonal skills, willing to gain knowledge of medical officer recruitment and administration.

Eligibility/Other Requirements:

Mandatory:

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 . Selection may be based on written application and references only.

Contact Officer: Casey Shaw (02) 5124 8334 casey.shaw@act.gov.au

Infrastructure Management and Maintenance

Business Support Services

Food Services -Operations Support Services

Chef

Health Service Officer Level 7 \$63,365 - \$66,914, Canberra (PN: 21524, several)

Gazetted: 20 February 2020

Closing Date: 3 March 2020

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Overview of the Work Area and Position

Food Service is a section of Infrastructure Health Support Service (IHSS). IHSS is committed to timely, responsive and client-focused services and is responsible for the provision of a range of client services. IHSS provides a wide range of essential non-clinical operational services including, Strategic Accommodation, Security Services, Sterilising Services, Procurement, Food Services, Fleet Services, Administrative Records Management, Switch board, Mail Services and the delivery of volunteer programs. In addition, there a number of compliance related activities that are embedded within the Division. These include risk management processes, quality improvement activities, workplace safety regimes and the consistent and regular review of divisional governance measures. Under broad direction, you will play a key role in providing day to day provision of meals for patients and clients. Additional responsibility will include networking roles with the Nutrition and Clinical across campus.

Eligibility/Other Requirements:

Mandatory:

Certificate III in Commercial Cookery

Certificate in Food Safety

Minimum five years' experience in commercial cookery experience.

Desirable:

Relevant experience in Microsoft Office Applications and Relevant Food Service IT Systems

Current driver's licence is highly desirable

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Ability to work rotating shifts including weekends (0700 – 1900)

Contact Officer: Andreas Seibold 02 5124 3933 andreas.seibold@act.gov.au

Clinical Services

Cancer and Ambulatory Support

BreastScreen ACT

Client Support Officer

Administrative Services Officer Class 2/3 \$56,689 - \$69,125, Canberra (PN: 29003)

Gazetted: 20 February 2020

Closing Date: 27 February 2020

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Overview of the Work Area and Position

BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to all women over 40 years in the ACT. The program has a target age group of women between 50 and 74 years.

BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip and Belconnen Health Centres. All assessments are carried out at the Canberra city clinic.

Under broad direction, you will be responsible for the administration functions related to assessment and result clinics. Provide clerical duties for the Program Manager including processing of Program and VMO invoicing, manage travel arrangements.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: These roles require the Ability to work varying start/finish times between 7.30am and 6.00pm to meet the operational requirements of the centre.

Contact Officer: Julie Strickland (02) 6205 5412 julie.strickland@act.gov.au

Clinical Services

Critical Care

Emergency Department

Emergency Department Patient Billing Officer

Administrative Services Officer Class 2/3 \$56,689 - \$69,125, Canberra (PN: 40699, several)

Gazetted: 20 February 2020

Closing Date: 5 March 2020

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The Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department, Medical Emergency Team, Early Recognition of the Deteriorating Patient program, Trauma Services and the Capital Region Retrieval Service.

Overview of the work area and position:

The Emergency Department Patient Billing Officer provides day-to-day administrative support to the Canberra Hospital Emergency Department 24 hours a day, 7 days a week. The position reports to the Emergency Department Administration Manager, Division of Critical Care.

Under broad direction, you will play a role in providing day-to-day support to the Emergency Department including, but not limited to: Patient billing, patient registration, ward round, phone management, stocking or supplies and general administrative tasks as directed.

Eligibility/Other Requirements:

Desirable:

Knowledge of ACT Patient Administration System (ACTPAS) is desirable but not essential.

Knowledge of the Emergency Department Information System is desirable but not essential.

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:

These are part-time positions at 25.43 hours per week and the full-time salary noted above will be paid pro rata.

These positions operate seven days a week.

Contact Officer: Sarah Ryan (02) 5124 4500 sarah.ryan@act.gov.au

Chief Operating Officer Clinical Services

Cancer and Ambulatory Services

Senior Medical Physics Specialist (Radiation Oncology)

Senior Medical Physics \$152,070 - \$178,390, Canberra (PN: 23943)

Gazetted: 20 February 2020

Closing Date: 3 March 2020

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Overview of the work area and position:

The Medical Physics and Radiation Engineering (MPRE) department at Canberra Health Services is composed of medical physics specialists in radiation oncology, nuclear medicine, and radiology giving our department a collegial diversity of medical physicists working together. The advertised position is for a senior radiation oncology medical physics specialist.

The Radiation Oncology department has gone through major changes this year, with the implementation of Eclipse/Acuross XB as well as our first Truebeam. We are the first department in Australia to host both ARIA and Eclipse on the cloud. We are currently commissioning a second Truebeam and we also have two Varian Trilogy linacs, one equipped with the Exactrac imaging system. Approximately 50% of our patients are treated using VMAT, and we also have an established and growing SRS and SBRT program. Other treatment services include superficial x-ray therapy and brachytherapy. We have a strong collaborative relationship with the Radiation Oncology department and work closely within the multi-disciplinary team to develop and deliver state-of-the-art radiotherapy for our cancer patients.

The department participates in Trans-Tasman Radiation Oncology Cooperative Group (TROG) and other clinical trials. Our team members also collaborate with the University of Sydney, University of New South Wales, University of Wollongong and the Australian National University. We are active participants in machine learning and artificial intelligence projects related to radiotherapy with the OZCAT (Australian Computer Aided Theragnostic) group. Furthermore, the department is accredited to train ACPSEM TEAP registrars both in diagnostic radiology and radiation oncology medical physics.

The successful applicant will play a key role in providing a full range of medical physics services related to the day to day operation of the department as well as equipment commissioning, development and implementation of future services. You will also participate in teaching and supervision of registrars and junior physicists and have the opportunity to do to research.

Eligibility/Other Requirements:

Mandatory:

Be registered or be eligible for registration on the Qualified Medical Physics Specialists in Radiation Oncology Medical Physics register administered by the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM).

Hold a higher degree (M. Sc. or higher) majoring in physics from an accredited university

Be registered or eligible to be registered under the Working for Vulnerable People Act.

Desirable:

Hold a current driver's license.

Hold certification from the ACPSEM, or equivalent, in one or more specialties of medical physics, preferably in Radiation Oncology Medical Physics.

Over five years' experience working as a medical physicist in a clinical environment.

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

Undergo a pre-employment Police check.

Comply with CHS credentialing requirements for allied health.

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

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

Contact Officer: Dr Helen Gustafsson 02 5124 5908 Helen.Gustafsson@act.gov.au

Medical Services

Pharmacy Services

Operations

Deputy Director of Pharmacy Operations

Pharmacist Level 5 \$126,577 - \$142,494, Canberra (PN: 32120)

Gazetted: 20 February 2020

Closing Date: 5 March 2020

Details: Canberra Health Services

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

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

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. The responsibility of this position is to provide high level leadership and management of the operations and support areas of Canberra Health Services (CHS) Pharmacy Department.

This includes the management of:

Pharmacy dispensary services

Aseptic compounding services

Oncology compounding services

Justice Health operational services

Pharmacy procurement

Pharmacy inventory management and distribution of pharmaceuticals throughout CHS

Pharmacy support services (Pharmacy technicians)

University of Canberra Public Hospital (UCH) pharmacy services

This position works closely with the two other deputies and will assume the responsibilities of the Director of Pharmacy when required. It also includes a range of pharmacy services on weekends and after hours as rostered. Under the direction of the Director of Pharmacy, the Deputy Director of Pharmacy- Operations will lead and manage a team of dedicated and skilled staff to meet the needs of both internal and external users of pharmacy services.

Eligibility/Other Requirements:

Mandatory:

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

Postgraduate qualifications in Clinical Pharmacy, Health Informatics, Management or other field as appropriate. Applicants must have a minimum of five years post-qualification experience.

Desirable:

SHPA or other professional membership.

Pharmacy preceptor validation/certificate completed as per AHPRA Pharmacy board of Australian recommendations.

A record of publication in peer reviewed journals.

Preferred 7 years' experience working in hospital pharmacy.

Prior to commencement successful candidates may 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 eight months with possible extension. The successful applicant will work across multiple CHS sites.

Contact Officer: Daniel Lalor (02) 5124 2120 daniel.lalor@act.gov.au

Quality, Safety Innovation and Improvement

Quality Improvement

Quality and Safety Business Partner

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 46588, several)

Gazetted: 20 February 2020

Closing Date: 3 March 2020

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Overview of the work area and position

The Quality, Safety, Innovation and Improvement Division supports the delivery of Canberra Health Services' strategic approach to patient safety, quality, governance and risk with a focus on continuous quality improvements.

The Division provides strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement, as well as providing strategic frameworks in quality, governance and risk across Canberra Health Services.

This is achieved through:

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

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

Branches within the Quality, Safety, Innovation and Improvement Division are:

Clinical Effectiveness

Patient Safety

Patient Experience

Governance

The Quality and Safety Business Partner will work closely with their allocated executive and management teams to support quality assurance and quality improvement in clinical and/or operational effectiveness, quality outcomes, patient safety and patient experience.

Working as a member of the Quality Improvement Team, the business partner will provide day to day support to the allocated division for patient safety, clinical effectiveness and quality of care. The role is a key linkage to the broader Quality, Safety, Innovation and Improvement division and will facilitate communication and partnerships between divisions.

Critical to the success of the Business Partnership team is the ability to balance the need for consistency, and the importance of local, responsive and flexible approaches to quality and safety initiatives, advocating for and on behalf of the division whilst representing the strategic directions and priorities of the Quality, Safety, Innovation and Improvement Division.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications or equivalent in a health profession and be registered (or be eligible for registration) with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

Proven understanding of patient safety, quality improvement, methodologies, tools and techniques.

Practical experience in clinical governance at a senior level in a health organisation

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

Note: There are several temporary full time position's available for six months with possibility of extension.

Contact Officer: Heather Needham/Amanda Boers (02) 5124 9565/(02) 5124 9875

heather.needham@act.gov.au/amanda.boers@act.gov.au

Medical Services

Medical Imaging

Clinical Nurse Consultant Angiography Suite

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 22375)

Gazetted: 20 February 2020

Closing Date: 5 March 2020

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Overview of the work area and position:

The Medical Imaging Department at CHS operates 24 hours, seven days a week, offering a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library. The Medical Imaging Angiography Suite is a busy Interventional Procedure area offering a broad range of sterile field, fluoroscopy-guided, endoluminal and percutaneous interventional procedures – from line insertion to Interventional Neuro-Radiology. The Angiography Suite Clinical Nurse Consultant is responsible, amongst other duties, for staff oversight in the Suite, list compilation and management, internal and external stakeholder liaison, contingency management and, in consultation with the Medical Imaging ADON, the strategic development of Interventional Procedure MI Nursing

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

An appropriate post-graduate qualification.

Experience in the specialty area of Medical Imaging Nursing and/or acute care.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Greg Morley 0439492056 greg.morley@act.gov.au

Chief Operating Officer Clinical Services

Women, Youth and Children

Vulnerable Families

IMPACT Program Coordinator

Health Professional Level 4 \$107,475 - \$115,687, Canberra (PN: 12094)

Gazetted: 20 February 2020

Closing Date: 3 March 2020

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

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

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

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

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

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

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

Overview of the Work Area and Position

The IMPACT Program is a coordination service that aims to facilitate information sharing and collaborative service provision for eligible families who:

Are pregnant or have children less than two years of age

Are clients of Mental Health ACT and/or are receiving Opioid Replacement Therapy

Require additional assistance to access, negotiate, mobilise and maintain involvement with services.

The Impact program consists of nursing and Allied health professional coordinators and three liaison staff within Mental Health ACT, Alcohol and Drug Program and the Office for Children, Youth and Family Support.

More detailed information about the IMPACT program can be accessed from: <http://www.health.act.gov.au/our-services/women-youth-and-children/impact-program>

The IMPACT Coordinator is a leadership role and you will utilise excellent liaison, communication and clinical decision making skills to facilitate the coordination of care and effective information sharing with government and community agencies/groups to better support families who may benefit from a multi-agency response in the provision of their health care.

The IMPACT coordinator reports to the MACH Clinical Nurse Manager (CNM) of the PEPs / IMPACT team, to the MACH Manager and Assistant Director of Nursing of the Women's Youth and Children Community Health Program.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications or equivalent in Psychology or Social Work, with current accreditation and eligibility for membership of the appropriate professional organization.

For Social Work - Current membership of the Australian Association of Social Workers

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

Must hold a current ACT driver's licence.

Must be registered under the Working for Vulnerable People Act.

Applicants must have a minimum of five years paid work experience, post qualification in a related/relevant organisation/service.

Desirable:

Post graduate qualifications in a relevant field

Experience in working with children and young people.

Psychology - 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

Prior to commencement successful candidates will be required to:

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

Undergo 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

Note: This is a temporary position available immediately until 24 July 2020 with possible extension.

Contact Officer: Judithh Warwick 02 5124 1774 judith.warwick@act.gov.au

Major Projects Canberra

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

Project Development and Support

Ministerial, Governance and Corporate Support

Governance

Policy Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 33687)

Gazetted: 13 February 2020

Closing Date: 29 February 2020

Details: Are you our new Policy Officer? Do you have a great eye for detail and enjoy engaging with a variety of internal and external stakeholders? If you like a challenge and want to be a key part of a high-performing team who work to support a safe and vibrant city, then this opportunity is for you!

Ministerial, Governance and Corporate Support Branch works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards, Executive's across the ACTPS, and key government and non-government stakeholders. The Branch provides leadership and expertise to Major Projects Canberra on governance including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support.

As our policy officer you will be part of a small team that works across Major Projects Canberra to develop corporate policies and plans to enable the successful delivery of infrastructure for the Canberra community in accordance with the ACT Government's Performance and Accountability Framework.

Your key duties will include: developing and reviewing policies and processes in MPC's Quality Management System; supporting the annual review and publication of MPC's strategic plan; and supporting the analysis and development of MPC's performance reports. This role requires engagement across MPC, the ACT Government and with relevant external service providers so you will need excellent communication skills and a positive attitude.

You must demonstrate attention to detail and an understanding of governance and performance in the public sector.

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

Eligibility/Other Requirements:

Desirable

Tertiary qualifications in public sector management, governance and/or organisational performance would be well regarded.

Expert level MS Word, Excel, PowerPoint and Outlook.

Note: This is a temporary position available for a period of 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. Previous applicants need not apply.

Selection may be based on application and referee reports only.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit a two-page pitch addressing the Selection Criteria and your suitability for the role, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Lily Mulholland (02) 6207 1786 lily.mulholland@act.gov.au

APPOINTMENTS

ACT Audit Office

Senior Audit Manager \$126,736 - \$147,006

Basu Banka 783-18537, Section 68(1), 17 February 2020

Canberra Institute of Technology

Administrative Services Officer Class 2/3 \$56,689 - \$69,125

Chloe Hull 858-51727, Section 68(1), 20 February 2020

Teacher Level 1 \$75,442 - \$100,661

Raffaella Rosso 827-16482, Section 68(1), 13 February 2020

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 5 \$79,253 - \$83,888

Lara Gallagher 853-46595, Section 68(1), 7 February 2020

Administrative Services Officer Class 2 \$56,689 - \$62,598

Jodi-Lee Granger 853-80734, Section 68(1), 19 February 2020

Administrative Services Officer Class 5 \$79,253 - \$83,888

Nan Liu 863-46378, Section 68(1), 17 February 2020

Infrastructure Officer 2 \$85,498 - \$98,365

Christopher O'Connell 858-78284, Section 68(1), 19 February 2020

Administrative Services Officer Class 5 \$79,253 - \$83,888

Hock Quek 863-48058, Section 68(1), 17 February 2020

Senior Professional Officer Grade C \$107,475 - \$115,687

Amarjot Rathore 863-48648, Section 68(1), 17 February 2020

Administrative Services Officer Class 5 \$79,253 - \$83,888

Matthew Snell 863-45623, Section 68(1), 17 February 2020

Senior Officer Grade C \$107,475 - \$115,687

Ashwin Srinivasa Murthy 858-77126, Section 68(1), 20 February 2020

Senior Officer Grade B \$126,577 - \$142,494

Lachlan Ryan: 8634-6546, Section 68(1), 17 February 2020

Education

Infrastructure Officer 3 \$107,723 - \$118,250

Carole Hammond 863-42422, Section 68(1), 24 February 2020

Justice and Community Safety

Administrative Services Officer Class 3 \$64,230 - \$69,125

Danielle Gough 863-48517, Section 68(1), 17 February 2020

Senior Officer Grade A \$147,006

Zoe Hutchinson 858-76959, Section 68(1), 25 February 2020

Transport Canberra and City Services

General Service Officer Level 5/6 \$55,841 - \$61,456

Graeme Roughton 858-77580, Section 68(1), 24 February 2020

Canberra Health Services

Registered Midwife Level 1 \$67,984 - \$90,814

Mikhalia Bartram 863-48146, Section 68(1), 17 February 2020

Registered Midwife Level 1 \$67,984 - \$90,814

Louise Brown 863-45834, Section 68(1), 17 February 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Gloria Chitsungo 857-91154, Section 68(1), 26 February 2020

Enrolled Nurse Level 1 \$61,658 - \$65,876

Tracey Clarke 857-43996, Section 68(1), 22 February 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Lauren Corrigan 861-32230, Section 68(1), 20 February 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Sheridan Dobing 861-30657, Section 68(1), 20 February 2020

Administrative Services Officer Class 2/3 \$56,689 - \$69,125

Tracey Essai 861-30219, Section 68(1), 27 February 2020

Registered Midwife Level 1 \$67,984 - \$90,814

Joanne Evans 863-45682, Section 68(1), 17 February 2020

Registered Midwife Level 1 \$67,984 - \$90,814

Skye Evers 863-47098, Section 68(1), 17 February 2020

Enrolled Nurse Level 1 \$61,658 - \$65,876

Belinda Farnsworth 857-42336, Section 68(1), 20 February 2020

Registered Midwife Level 1 \$67,984 - \$90,814

Lauren Filmer 863-46132, Section 68(1), 17 February 2020

Registered Midwife Level 1 \$67,984 - \$90,814

Clare Green 863-45957, Section 68(1), 17 February 2020

Allied Health Assistant 3 \$65,380 - \$68,590 (up to \$72,560 depending on qualification level)

Lucy Hanrahan 862-64401, Section 68(1), 19 February 2020

Enrolled Nurse Level 1 \$61,658 - \$65,876

Cody Harris 861-32038, Section 68(1), 20 February 2020

Registered Midwife Level 1 \$67,984 - \$90,814

Georgia Hedditch 863-46845, Section 68(1), 17 February 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Tyler Hill 861-31262, Section 68(1), 20 February 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Silpa James 859-51306, Section 68(1), 20 February 2020

Registered Midwife Level 1 \$67,984 - \$90,814

Daniella Keane 861-32601, Section 68(1), 18 February 2020

Registered Midwife Level 1 \$67,984 - \$90,814

Jean Laverty 863-45826, Section 68(1), 17 February 2020

Registered Midwife Level 1 \$67,984 - \$90,814

Holly Ria McGinness 861-32492, Section 68(1), 18 February 2020

Enrolled Nurse Level 1 \$61,658 - \$65,876

Jessica Molloy 863-74782, Section 68(1), 20 February 2020

Enrolled Nurse Level 1 \$61,658 - \$65,876

Kate Myles 861-32070, Section 68(1), 20 February 2020

Registered Midwife Level 1 \$67,984 - \$90,814

Tamara Naughton 863-46837, Section 68(1), 17 February 2020

Registered Midwife Level 1 \$67,984 - \$90,814

Melissa Onus 863-43396, Section 68(1), 17 February 2020

Registered Midwife Level 1 \$67,984 - \$90,814

Emma Rhodes 863-45965, Section 68(1), 17 February 2020

Registered Midwife Level 1 \$67,984 - \$90,814

Nicola Ruthenberg 861-32011, Section 68(1), 18 February 2020

Administrative Services Officer Class 4 \$71,309 - \$77,212

Katherine Scott 836-27430, Section 68(1), 3 February 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Stephanie Smith 857-92835, Section 68(1), 20 February 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Leah Statos 857-42870, Section 68(1), 20 February 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Amanda Talman 861-30577, Section 68(1), 20 February 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Holly Tyler 857-42328, Section 68(1), 20 February 2020

Registered Midwife Level 1 \$67,984 - \$90,814

Charlotte Verity 861-31342, Section 68(1), 18 February 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Tara Verma 853-58895, Section 68(1), 20 February 2020

TRANSFERS

Chief Minister, Treasury and Economic Development

Linda Davey: 858-71509

From: Senior Officer Grade C \$107,475 - \$115,687

Education

To: Senior Officer Grade C \$107,475 - \$115,687

Chief Minister, Treasury and Economic Development, Canberra (PN. 31633) (Gazetted 12 December 2019)

Canberra Health Services

Florian Wertenaue: 780-47626

From: Senior Specialist \$222,205

Canberra Health Services

To: Senior Specialist \$222,205

Canberra Health Services, Canberra (PN.14037) (Gazette 9 May 2019)

ACT Health

Yasir Ali: 858-64296

From: Information Technology Officer Class 2 \$85,394 - \$97,732

ACT Health

To: Information Technology Officer Class 2 \$85,394 - \$97,732

ACT Health, Canberra (PN. 46190) (Gazetted 2 December 2019)

PROMOTIONS

Canberra Institute of Technology

Education and Training

CIT Pathways College

David Vaughan: 827-56433

From: Administrative Services Officer Class 2/3 \$56,689 - \$69,125

Canberra Institute of Technology

To: Teacher Level 1 \$75,442 - \$100,661

Canberra Institute of Technology, Canberra (PN. 52013) (Gazetted 14 February 2020)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General

Chief Minister, Treasury and Economic Development

Chief Minister, Treasury and Economic Development Communications Corporate

Organisational Development

Casey Barrie: 827-60336

From: Senior Officer Grade C \$107,475 - \$115,687

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$126,577 - \$142,494

Chief Minister, Treasury and Economic Development, Canberra (PN. 55528) (Gazetted 8 January 2020)

Commercial Services and Infrastructure

Property and Venues

ACT Property Group

Grant Cusack: 836-07990

From: Infrastructure Officer 2 \$85,498 - \$98,365

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$107,475 - \$115,687

Chief Minister, Treasury and Economic Development, Canberra (PN. 44533) (Gazetted 12 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.

Access Canberra

Construction and Utilities

Building Investigations Team

Corey Dashwood: 747-86878

From: Administrative Services Officer Class 5 \$79,253 - \$83,888

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$85,394 - \$97,732

Chief Minister, Treasury and Economic Development, Canberra (PN. 24430) (Gazetted 28 June 2019)

Treasury

Venues Canberra

National Arboretum Canberra

Cally Earnshaw: 863-48963

From: Administrative Services Officer Class 5 \$79,253 - \$83,888

Cultural Facilities Corporation

To: Administrative Services Officer Class 6 \$85,394 - \$97,732

Chief Minister, Treasury and Economic Development, Canberra (PN. 24502) (Gazetted 6 December 2019)

Shared Services

Commercial Services

Record Services

Paul Jackson: 778-78014

From: Administrative Services Officer Class 3 \$64,230 - \$69,125

Canberra Institute of Technology

To: Administrative Services Officer Class 5 \$79,253 - \$83,888

Chief Minister, Treasury and Economic Development, Canberra (PN. 39216) (Gazetted 3 February 2020)

Corporate

**Corporate Management
Governance and Audit
Callum West: 835-99358**

From: Administrative Services Officer Class 4 \$71,309 - \$77,212
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$79,253 - \$83,888
Chief Minister, Treasury and Economic Development, Canberra (PN. 45702) (Gazetted 23 January 2020)

**Access Canberra
Construction and Utilities Branch
Construction and Worksafe Licensing
Melissa Wytkamp: 846-94037**

From: Administrative Services Officer Class 5 \$79,253 - \$83,888
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$85,394 - \$97,732
Chief Minister, Treasury and Economic Development, Canberra (PN. 45645) (Gazetted 8 November 2019)

Community Services

**Corporate Services
Finance and Budget
Financial Reporting
Jing Jyh Wong: 816-77768**

From: Infrastructure Officer 3 \$107,723 - \$118,250
Major Projects Canberra
To: †Senior Officer Grade B \$126,577 - \$142,494
Community Services, Canberra (PN. 07754) (Gazetted 18 October 2019)

Education

**Service Design and delivery
Learning and Wellbeing Policy and Design
Aboriginal and Torres Strait Islander Education Section
Leah Brideson: 817-39738**

From: School Assistant 4 \$65,487 - \$70,910
Education
To: Administrative Services Officer Class 5 \$79,253 - \$83,888
Education, Canberra (PN. 45785) (Gazetted 26 November 2019)

**Service Design and delivery
Learning and Wellbeing Policy and Design
Aboriginal and Torres Strait Islander Education Section
Tikarra Looke: 843-52483**

From: School Assistant 4 \$65,487 - \$70,910
Education
To: Administrative Services Officer Class 5 \$79,253 - \$83,888
Education, Canberra (PN. 45785) (Gazetted 26 November 2019)

**Business Services
Office of the Executive Group Manager
Office of the Executive Group Manager
Catherine Martinez: 827-29785**

From: Administrative Services Officer Class 6 \$85,394 - \$97,732
Community Services

To: †Senior Officer Grade C \$107,475 - \$115,687
Education, Canberra (PN. 35962) (Gazetted 17 December 2019)

School Performance and Improvement

North and Gungahlin

North Ainslie Primary School

Sharon Moloney: 798-39377

From: School Leader C \$122,856

Education

To: †School Leader B \$143,046

Education, Canberra (PN. 35313) (Gazetted 7 November 2019)

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

Environment, Planning and Sustainable Development

Sustainability and the Built Environment

Climate Change and Sustainability

Policy Design

Lachlan Duncan: 846-92242

From: Administrative Services Officer Class 5 \$79,253 - \$83,888

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$85,394 - \$97,732

Environment, Planning and Sustainable Development, Canberra (PN. 17317) (Gazetted 2 September 2019)

Justice and Community Safety

Corporate

Governance and Business Improvement

Governance, Coordination and Reporting

Lauren Callow: 824-11638

From: Senior Officer (Technical) Grade B \$126,577 - \$142,494

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$147,006

Justice and Community Safety, Canberra (PN. 09035) (Gazetted 3 January 2020)

Public Trustee and Guardian

Wills, Estates and Trusts

Amanda Haynes: 771-12799

From: Administrative Services Officer Class 6 \$85,394 - \$97,732

Justice and Community Safety

To: †Senior Officer Grade C \$107,475 - \$115,687

Justice and Community Safety, Canberra (PN. 43728) (Gazetted 27 September 2019)

Office of the Legislative Assembly

Parliamentary Support

Hansard

Meryl Hampson: 00758

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

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

Office of the Legislative Assembly, Canberra (PN. 230) (Gazette 14 October 2019)

Transport Canberra and City Services

City Services

ACT NoWaste

Waste Regulation

Todd Elliott: 846-94520

From: General Service Officer Level 5/6 \$55,841 - \$61,456

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$85,394 - \$97,732

Transport Canberra and City Services, Canberra (PN. 44738) (Gazetted 16 August 2019)

Transport Canberra and Business Services

Transport Canberra Executive

Imogen Gambale: 858-67788

From: Senior Officer Grade C \$107,475 - \$115,687

Community Services

To: †Senior Officer Grade B \$126,577 - \$142,494

Transport Canberra and City Services, Canberra (PN. 32510) (Gazetted 20 December 2019)

Roads and Transport

Transport Canberra

Tuggeranong Depot

Ian McGregor: 853-34914

From: Bus Operator \$77,368

Transport Canberra and City Services

To: †Transport Officer Grade 3 - ACTION \$101,847

Transport Canberra and City Services, Canberra (PN. A11722) (Gazetted 2 December 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

Chief Operating Officer Clinical Services

Ian Mangrobang: 845-03413

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 27503) (Gazetted 16 January 2020)

Canberra Hospital and Health Services

Ryan Murray: 861-30155

From: Administrative Services Officer Class 4 \$71,309 - \$77,212

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$79,253 - \$83,888

Canberra Health Services, Canberra (PN. 23605) (Gazetted 3 October 2019)

Mohammad Nawaz: 845-02445

From: Health Professional Level 1 \$61,986 - \$81,211

Canberra Health Services

To: Health Professional Level 2 \$66,096 - \$90,737

Canberra Health Services, Canberra (PN. 34070) (Gazetted 9 May 2019)

Chief Operating Officer Clinical Services

Dylan Pupulkovski: 844-84638

From: Administrative Services Officer Class 2 \$56,689 - \$62,598

Canberra Health Services

To: Administrative Services Officer Class 4 \$71,309 - \$77,212

Canberra Health Services, Canberra (PN. 45575) (Gazetted 19 December 2019)

Chief Operating Officer Clinical Services

Amarnath Sharma: 858-54442

From: Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services

To: †Registered Nurse Level 4.2 \$131,034

Canberra Health Services, Canberra (PN. 46515) (Gazetted 29 August 2019)

Chief Operating Officer Clinical Services

Karen Taylor: 857-94187

From: Allied Health Assistant 2 (Qualified) \$53,533 - \$59,601 (up to \$61,374 depending on qualification level)

Canberra Health Services

To: Allied Health Assistant 3 \$65,380 - \$68,590 (up to \$72,560 depending on qualification level)

Canberra Health Services, Canberra (PN. 32938) (Gazetted 10 October 2019)

People and Culture

Dianne Yonan: 827-42170

From: Administrative Services Officer Class 3 \$64,230 - \$69,125

Canberra Health Services

To: Administrative Services Officer Class 4 \$71,309 - \$77,212

Canberra Health Services, Canberra (PN. 16116) (Gazetted 8 January 2020)

ACT Health

Digital Solutions Division

Information and Data Management

Data Management

Penelope Foudoulis: 817-41109

From: Administrative Services Officer Class 6 \$85,394 - \$97,732

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$107,475 - \$115,687

ACT Health, Canberra (PN. 46666) (Gazetted 18 December 2019)

Digital Solutions Division

Office of the Chief Information Officer

Rebecca Heland: 853-77164

From: Senior Information Technology Officer Grade A \$147,006

ACT Health

To: †Registered Nurse Level 5.4 \$149,610

ACT Health, Canberra (PN. 43256) (Gazetted 5 December 2019)

Major Projects Canberra

Infrastructure Delivery Partners

Commercial

Phillip Kuczma: 844-83694

From: Infrastructure Officer 3 \$107,723 - \$118,250

Major Projects Canberra

To: †Infrastructure Officer 4 \$127,670 - \$145,050

Major Projects Canberra, Canberra (PN. 30767) (Gazetted 11 October 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.

Infrastructure Delivery Partners

Social Project Management

Reuben Pellizzer: 835-87459

From: Infrastructure Officer 3 \$107,723 - \$118,250

Major Projects Canberra

To: †Infrastructure Officer 4 \$127,670 - \$145,050

Major Projects Canberra, Canberra (PN. 31868) (Gazetted 13 November 2019)

Infrastructure Delivery Partners

Social Project Management

Timothy Shortis: 827-12457

From: Infrastructure Officer 4 \$127,670 - \$145,050

Major Projects Canberra

To: †Infrastructure Manager/Specialist 1 \$163,766

Major Projects Canberra, Canberra (PN. 10272) (Gazetted 19 November 2019)

Infrastructure Delivery Partners

Social Project Management

Robert West: 827-42883

From: Infrastructure Officer 4 \$127,670 - \$145,050

Major Projects Canberra

To: †Infrastructure Manager/Specialist 1 \$163,766

Major Projects Canberra, Canberra (PN. 36270) (Gazetted 19 November 2019)

Infrastructure Delivery Partners

Commercial, Civil and Social

Sally Wright: 853-76911

From: Infrastructure Officer 3 \$107,723 - \$118,250

Major Projects Canberra

To: †Infrastructure Officer 4 \$127,670 - \$145,050

Major Projects Canberra, Canberra (PN. 40965) (Gazetted 11 October 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.

CORRIGENDA

Community Services

Administrative Services Officer Class 4 \$71,309 - \$77,212

Delfina Allais: 86347290, Section 68 (1), 20/02/2020

Correcting date of effect - originally in Gazette 13/02/2020