



ACT Government Gazette

Gazetted Notices for the week beginning 27 August 2020

VACANCIES

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Health Systems, Policy and Research

Public Health Protection and Regulation

Health Protection Service

Epidemiologist

Health Professional Level 4 \$108,926 - \$117,249, Canberra (PN: 48933)

Gazetted: 02 September 2020

Closing Date: 9 September 2020

Details: On 19 March 2020, a public health emergency was declared in the ACT due to the public health risks posed by coronavirus disease 2019 (COVID-19), caused by the novel coronavirus SARS-COV-2. A COVID-19 Response Team has been created to deliver the public health response over a longer term. The Directorate is looking for a highly skilled and dedicated staff member to join the COVID-19 response team as an Epidemiologist in the Operations Team. This exciting role will provide epidemiological support to the COVID-19 response team, including analysing and reporting on COVID-19 related data, outbreak management, and development and maintenance of data management systems.

Eligibility/Other Requirements: The suitable applicant will have tertiary qualifications in public health or epidemiology, and will have experience in communicable diseases epidemiology, surveillance, investigation and control. The work is demanding and may require weekend and shift work.

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

How to apply: If you are interested in joining this dynamic team, you can apply by providing a written statement of no more than two pages addressing the Selection Criteria, curriculum vitae and contact details for two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Hundy (02) 5124 9249 rebecca.hundy@act.gov.au

Health Systems, Policy and Research

Public Health, Protection and Regulation

Health Protection Service

Team Leader – Contact Tracing

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 48934, several)

Gazetted: 02 September 2020

Closing Date: 9 September 2020

Details: On 19 March 2020, a public health emergency was declared in the ACT due to the public health risks posed by coronavirus disease 2019 (COVID-19), caused by the novel coronavirus SARS-COV-2. A COVID-19 Response Team has been created to deliver the public health response over a longer term. The Directorate is looking for two highly efficient and dedicated staff members to join the COVID-19 response team as Team Leaders for the contact tracing team. These roles oversee the co-ordination of contact tracing for COVID-19 and the management of people in quarantine, including supervision of a large team of casual and fulltime staff members. We are seeking individuals with an understanding of public health in the context of COVID-19, highly developed analytical skills, the ability to make sound judgements, and great interpersonal and staff management skills. The ACT Public Service

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

Eligibility/Other Requirements: The work is demanding and will require weekend and shift work.

Note: These are temporary positions available immediately for six months with the possibility of extension.

Selection may be based on application and referee reports only.

How to Apply: If you are interested in joining this exciting team, you can apply by providing a written statement of no more than two pages addressing the Selection Criteria, curriculum vitae and contact details for two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Hundy (02) 5124 9249 rebecca.hundy@act.gov.au

**Health Systems, Policy and Research
Public Health Protection and Regulation
Health Protection Service
Compliance Officer**

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 48938)

Gazetted: 02 September 2020

Closing Date: 9 September 2020

Details: On 19 March 2020, a public health emergency was declared in the ACT due to the public health risks posed by coronavirus disease 2019 (COVID-19), caused by the novel coronavirus SARS-COV-2. A COVID-19 Response Team has been created to deliver the public health response over a longer term.

The Directorate is looking for a highly efficient and dedicated staff member to join the COVID-19 response team as a Compliance Officer in the Operations area. This role will involve responding to compliance issues in accordance with procedures, and liaising with other agencies including ACT Police to address compliance related issues. We are seeking an individual with highly developed interpersonal, liaison and communication skills, and the ability to make sound judgements regarding sensitive issues.

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

Eligibility/Other Requirements: The work is demanding and may require weekend and shift work.

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

How to Apply: If you are interested in joining this exciting team, you can apply by providing a written statement of no more than two pages addressing the Selection Criteria, curriculum vitae and contact details for two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Hundy (02) 5124 9249 rebecca.hundy@act.gov.au

**Office of the Director-General
Communications and Government Relations
Ministerial and Government Services
Cabinet Liaison Officer**

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 39690)

Gazetted: 02 September 2020

Closing Date: 23 September 2020

Details: The ACT Health Directorate Ministerial and Government Services team is looking for a highly motivated and conscientious candidate to fill the position of Cabinet Liaison Officer. This position requires comprehensive knowledge and understanding of the processes and procedural requirements set out in the ACT Cabinet Handbook.

The Cabinet Liaison Officer is the central point of contact between the Directorate, the Cabinet Office, the Ministers' Office and other ACT Government directorates for Cabinet business and is responsible for coordinating all Cabinet business for the health portfolios.

This role is also a perfect opportunity for someone looking to grow their skills in a range of other government business matters, and to work in a team that has broad visibility of the work of the ACT Health Directorate.

Eligibility/Other Requirements:

Experience and understanding of ACT Government Cabinet, Assembly, and machinery of government processes would be desirable.

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

How to Apply: Please submit a current curriculum vitae; statement of claims addressing the Selection Criteria; and two referee reports. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chadia Rad (02) 5124 6216 chadia.rad@act.gov.au

Health Systems, Policy and Research

Public Health Protection and Regulation

Health Protection Service

Quarantine Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 48937)

Gazetted: 01 September 2020

Closing Date: 8 September 2020

Details: On 19 March 2020, a public health emergency was declared in the ACT due to the public health risks posed by coronavirus disease 2019 (COVID-19), caused by the novel coronavirus SARS-COV-2. A COVID-19 Response Team has been created to deliver the public health response over a longer term.

The Directorate is looking for a highly efficient and dedicated staff member to join the COVID-19 response team as a Quarantine Officer in the Operations area. This role will assist with the management of ongoing border issues and quarantine arrangements, including providing people in quarantine and contacts with information about COVID-19 and quarantine requirements. We are seeking individuals with highly developed analytical skills, the ability to make sound judgements regarding sensitive issues, and great interpersonal skills.

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

Eligibility/Other Requirements: The work is demanding and may require weekend and shift work.

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

How to Apply: If you are interested in joining this exciting team, you can apply by providing a written statement of no more than two pages addressing the Selection Criteria, curriculum vitae and contact details for two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Hundy (02) 5124 9249 Rebecca.Hundy@act.gov.au

Digital Solutions Division

Information and Data Management

Information Management Hub

Assistant Director, Data Repository

Senior Information Technology Officer Grade C \$108,926 - \$117,249, Canberra (PN: 48618)

Gazetted: 01 September 2020

Closing Date: 15 September 2020

Details: A new opportunity exists to work in a busy dynamic health data and information team. We are looking for enthusiastic staff who are keen to get involved in providing the ACT Health Directorate with quality data and reporting. This role is crucial in enabling the ACT Health Directorate to provide quality health care to our community.

The role of Assistant Director will be fast-paced and challenging, but you'll be contributing to the transformational change in the ACT health system and we promise we'll have a lot of fun along the way.

The Information and Data Management Branch (IDM) within the Digital Solutions Division is responsible for managing the ACT Health Directorate's reporting requirements to national data agencies and Australian governments. This includes activity, performance and costing data. IDM also manages the Directorate's relationships with the national data agencies. It also is responsible for developing and monitoring a health performance framework for the delivery of health services across the ACT.

ACT Health 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 10 months with the possibility of permanency. An order of merit will be established for filling identical vacancies within the next 12 months from this process.

How to Apply: Please submit a written application of no more than three pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which has a good understanding of your technical skills.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Winefield (02) 5124 9114 Sean.Winefield@act.gov.au

Digital Solutions Division

Information and Data Management

Reporting and Analysis Hub

Assistant Director, Dashboard Development

Senior Information Technology Officer Grade C \$108,926 - \$117,249, Canberra (PN: 48620)

Gazetted: 01 September 2020

Closing Date: 15 September 2020

Details: A new opportunity exists to work in a busy dynamic health data and information team. We are looking for enthusiastic staff who are keen to get involved in providing the ACT Health Directorate with quality data and reporting. This role is crucial in enabling the ACT Health Directorate to provide quality health care to our community. The role of Assistant Director will be fast-paced and challenging, but you'll be contributing to the transformational change in the ACT health system and we promise we'll have a lot of fun along the way.

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Note: This is a temporary position available for a period of 10 months with the possibility of permanency. An order of merit may be established for filling identical vacancies within the next 12 months from this process.

How to Apply: Please submit a written application of no more than two pages addressing the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of whom has a good understanding of your technical skills.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Winefield (02) 5124 9114 Sean.Winefield@act.gov.au

Digital Solutions Division

Information and Data Management

Reporting and Analysis Hub

Assistant Director, Java Development

Senior Information Technology Officer Grade C \$108,926 - \$117,249, Canberra (PN: 48619)

Gazetted: 01 September 2020

Closing Date: 15 September 2020

Details: A new opportunity exists to work in a busy dynamic health data and information team. We are looking for enthusiastic staff who are keen to get involved in providing the ACT Health Directorate with quality data and reporting. This role is crucial in enabling the ACT Health Directorate to provide quality health care to our community.

The role of Assistant Director will be fast-paced and challenging, but you'll be contributing to the transformational change in the ACT health system and we promise we'll have a lot of fun along the way.

The Information and Data Management Branch (IDM) within the Digital Solutions Division is responsible for managing the ACT Health Directorate's reporting requirements to national data agencies and Australian governments. This includes activity, performance and costing data. IDM also manages the Directorate's relationships with the national data agencies. It also is responsible for developing and monitoring a health performance framework for the delivery of health services across the ACT.

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Note: This is a temporary position available for a period of 10 months with the possibility of permanency. An order of merit may be established for filling identical vacancies within the next 12 months from this process.

How to Apply: Please submit a written application of no more than two pages addressing the required selection criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of whom has a good understanding of your technical skills.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Winefield (02) 5124 9114 Sean.Winefield@act.gov.au

Health Systems, Policy and Research

Public Health Protection and Regulation

Health Protection Service

Customer Service Officer

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 48924, several)

Gazetted: 31 August 2020

Closing Date: 7 September 2020

Details: As the Customer Service Officer, you will play a critical role in various aspects of contact tracing and COVID-19 response functions, including calling contacts of COVID-19 cases and people in quarantine to collect demographic, health and disease exposure information, provide contacts and people in quarantine with information about COVID-19, quarantine requirements and other frequently asked questions and provide high quality customer service as outlined in the Customer Service Standards. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: These positions are available immediately for six months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. People who speak languages in addition to English are strongly encouraged to apply.

How to Apply: Please provide a written response to the Selection Criteria of no more than two pages, along with your curriculum vitae and the contact details of two referees, one being a current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Hundy (02) 5124 9249 rebecca.hundy@act.gov.au

Health Systems, Policy and Research

Centre for Health and Medical Research

Centre for Health and Medical Research

Animal Technician

Health Service Officer Level 6 \$59,871 - \$62,447, Canberra (PN: 45772)

Gazetted: 28 August 2020

Closing Date: 14 September 2020

Details: If you are an experienced animal laboratory technician and would like to work in a supportive, friendly environment please contact me to discuss this role.

The person selected for this position will join a team responsible for the day to day care of the animals and assist with the maintenance of the laboratories. In this role you will be part of a team assisting with ground breaking research within the ACT.

Eligibility/Other Requirements:

Highly Desirable:

Certificate II or Certificate III- Animal Care.

PC2 Laboratory experience.

Desirable:

Driver's licence.

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

How to Apply: Please provide your response to the Selection Criteria (no more than two pages), curriculum vitae, qualifications and two referee reports. For more information please contact the contact officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hannah Clarke (02) 5124 2618 Hannah.Clarke@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.

Digital Solutions Division

Office of the Chief Information Officer

Executive Assistant

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 48941)

Gazetted: 27 August 2020

Closing Date: 10 September 2020

Details: Are you a professional, well-organised person who enjoys a fast-paced environment with competing priorities?

Do you want to be part of a dynamic team responsible for the operations of a large Division?

The Digital Solutions Division within the ACT Health Directorate is recruiting an Executive Assistant to provide timely, accurate, confidential and comprehensive high-level executive support to the Division's Executives. You will have strong organisational skills and attention to detail, adaptability and flexibility to accommodate change, and highly developed interpersonal and communication skills.

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

The Digital Solutions Division is responsible for:

The implementation and support of the Digital Health Strategy,

Management of technology services and projects,

The development and implementation of a performance reporting framework,

Statutory and intergovernmental reporting requirements,

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

Development, implementation and maintenance of technology policies and procedures, and

Information management and information security.

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Beth Chapman (02) 5124 9343 Beth.Chapman@act.gov.au

Public Health, Protection and Regulation

Health Protection Service

Public Health Regulation and Projects

Senior Policy Officer

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 29627)

Gazetted: 27 August 2020

Closing Date: 10 September 2020

Details: The Public Health Regulation and Projects (PHRaP) section of the Health Protection Service is seeking a Policy Officer to contribute to the development, implementation and evaluation of public health policy and regulation. This position will have a key focus on policy work relating to the prevention and treatment of sexually transmissible infections and blood borne viruses (STIBBV). The ideal candidate will have well-developed communication skills, an understanding of harm reduction principles and public health issues relating to STIBBV and be able to apply this knowledge in a policy setting.

Eligibility/Other Requirements: Desirable skills include experience in policy development, experience in drafting Government correspondence, experience working in a Secretariat role and/or a demonstrated ability to liaise effectively with a range of internal and external stakeholders. Tertiary qualifications (or equivalent) in Public Health, Science and/or Health related field. Prior to commencement successful candidates will be required to undergo a pre-employment National Police check. Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working with Vulnerable People registration refer to

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

Note: This is a temporary position available until 22 December 2020 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Interested candidates are requested to provide a written application that addresses the Selection Criteria in a two-page pitch detailing how you are the right person for this opportunity. Candidates should provide a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephanie Marion-Landais (02) 5124 9181 stephanie.marion-landais@act.gov.au

ACT Integrity 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

Office Manager

Administration Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 46605)

Gazetted: 02 September 2020

Closing Date: 18 September 2020

Details: The Hon Dennis Cowdroy AO QC was appointed on 1 July 2019 as the ACT's inaugural Integrity Commissioner. The ACT Integrity Commission commenced its operational activities on 1 December 2019 and will investigate and prevent corrupt conduct and foster public confidence in the ACT Legislative Assembly and the ACT public sector.

The Administration Officer will assist the Executive Assistant and Office Manager with the day to day administrative tasks of the Commission. As a confident and professional communicator, the Administration Officer will be the first point of contact for incoming calls and visitors, answering queries and directing these appropriately.

The Administration Officer will assist the Executive Assistant and Office Manager with diary management, travel bookings, coordination of meetings with internal and external stakeholders and preparation of high-quality correspondence.

The Administration Officer will provide administrative support with records management, processing of invoices and updating and maintaining the website content any other duties appropriate to maintain effective operation of the Commission.

Eligibility/Other Requirements:

Applicants who have been employed as an ACT Public Servant in the past five years are not eligible to apply.

This position will require, at a minimum, a baseline security clearance.

Approval to commence employment may be granted by the Commissioner or CEO based on successful acquisition of an appropriate clearance.

A driver's licence is preferred but not 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: Your application must include two parts:

A copy of your curriculum vitae, and

A written statement in response to the capabilities in the "What you Require" section - this is a separate written statement in which you should explain your response to the capabilities criteria should total no more than two A4 pages in length.

You do not need to address each capability individually. However, you should ensure your response clearly outlines how your Skills, Experience and Knowledge help you to meet each of these capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Carrie Gibson (02) 6207 3891 carrie.gibson@integrity.act.gov.au

Calvary Health Care ACT (Public)

Emergency Department

Administration

Ward Clerk

Administrative Services Officer Class 2/3 \$57,454 - \$ 70,058 Canberra (PN: Expected)

Gazette Date: 02 September 2020

Closing Date: 10 September 2020

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

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

Reference Number: 13746

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

Contact Officer: Alana Cash (02) 6264 7100 alana.cash@Calvary-act.com.au

Canberra Health Services

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

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

Quality, Safety, Innovation and Improvement

Consumer Participation

Manager - Consumer Participation

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 42427)

Gazetted: 27 August 2020

Closing Date: 8 September 2020

Details: 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.

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 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 the medical 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 improvement.

The Consumer Participation Team provides support to clinical and non-clinical staff to assist in the delivery of exceptional health care to the ACT community. The unit is currently located at the Canberra Hospital, and staff may be required to attend other Canberra Health Services facilities.

The Manager is responsible for the leading the team which incorporates Consumer Handouts, Consumer Surveys, and Consumer Feedback and Engagement to support improvements in the delivery of exceptional health care.

Eligibility/Other Requirements:

Desirable:

Experience working in a health care setting

Relevant tertiary qualifications

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Kellie Lang (02) 5124 9549 kellie.lang@act.gov.au

Infrastructure and Health Support Services

Logistic Support Services

Dhulwa Mental Health Unit

Health Services Officer

Health Service Officer Level 4 \$54,165 - \$56,238, Canberra (PN: 37918)

Gazetted: 27 August 2020

Closing Date: 10 September 2020

Details: About us

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:

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

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

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

Overview of the work area and position

The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of ACT Health Services north and south of Canberra. The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration,

Operation Support Services - Food preparation and Food Production,

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

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

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

External sites, Dhulwa and other Community Centres.

Eligibility/Other Requirements:

Mandatory:

Completed Food Handling Principles.

Completed or willing to undertake Food Safety Supervisor training.

Desirable:

Relevant experience in Microsoft Office applications,

Relevant food service IT systems.

Prior to commencement successful candidates will be required to:

Undergo employment National Police check.

Note:

This is a part-time position at 18 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Sanjay Prasad (02) 5124 2177 sanjay.prasad@act.gov.au

Health

Women Youth and Children

Business Manager - Women Youth and Children

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 45375)

Gazetted: 27 August 2020

Closing Date: 9 September 2020

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

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

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

Overview of the work area and position

Canberra Health Services is looking for a high calibre Business Manager to lead the busy office of the Executive Director, Women, Youth and Children's Services (WYC). The role will be part of the WYC leadership team, report directly to the Executive Director and have significant staff and budget management responsibilities. Through an

operations manager, this will include overseeing several teams that provide the administrative, booking and scheduling functions across the entire WYC Service, including:

Outpatients at the Centenary Hospital for Women and Children;

Community based Women's, Youth and Children services across numerous facilities in the ACT; and

The department/Director support functions.

Additionally, the Business Manager will provide Executive support and coordination of operational requirements for WYC ensuring all organisational, Government business and service correspondence achieved in a timely manner.

To be successful, you will have highly developed written and oral communication skills, be adaptable and responsive, and be able to quickly acquire knowledge and understanding of situations and subject matter.

Eligibility/Other Requirements:

Relevant qualifications in public sector management and/or relevant public sector experience is highly desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Boon Lim (02) 5124 7389 boon.lim@act.gov.au

Medical Services

Medical Imaging

Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 18535)

Gazetted: 27 August 2020

Closing Date: 9 September 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.

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

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

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

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.

Applications are sought from dynamic, highly motivated and experienced Nurses to work in an autonomous educational role within the Medical Imaging Department.

This challenging role requires an RN with demonstrated expert knowledge and highly developed interpersonal skills, to undertake the responsibility of teaching and supporting staff and student Nurses in the workplace. This position entails being approachable, demonstrating excellent communication skills, having a passion for sharing knowledge and educating others.

If you are committed to providing quality care, use evidence to guide your nursing practice, enjoy teaching, mentoring and supporting staff as part of your professional development we would welcome your application. Applicants will be required to demonstrate a sound knowledge of adult learning principles to support ongoing education. Post Graduate qualification in clinical teaching is desirable.

Eligibility/Other Requirements:

Mandatory:

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

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

Desirable:

An appropriate post-graduate qualification.

Experience in the specialty area of Medical Imaging Nursing.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary vacancy available immediately up until 24 April 2021 with the possibility of extension.

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

Contact Officer: Leanne Muir (02) 5124 4333 leanne.muir@act.gov.au

Cancer and Ambulatory Support

Radiation Oncology

Radiation Therapist Area Supervisor

Radiation Therapist Level 4.2 \$133,125 - \$136,476, Canberra (PN: 11989)

Gazetted: 27 August 2020

Closing Date: 11 September 2020

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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.

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

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

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 and Alcohol and Drug Services.

Overview of the Work Area and Position

The Radiation Oncology Department at the Canberra Region Cancer Centre, Canberra Hospital provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The department is currently equipped with the latest technology including four Varian linear accelerators with IGRT/IMRT/Stereotactic options, a dedicated CT Simulator, Eclipse and iPlan SRS treatment planning systems, ExacTrac and ARIA Oncology Information System.

The Radiation Therapist Area Supervisor will work in close partnership with both the Director and Deputy Director of Radiation Therapy to optimise resource utilisation, workflow, efficiency and patient experience.

The successful occupant will be required to provide effective clinical leadership in a designated area, maintain relevant standards to optimise quality and safety, assist with evidence-based innovation that drives practice improvements, and develop both the clinical service and staff skills and abilities.

Participation in clinical duties and an on-call roster may also be required.

Eligibility/Other Requirements:

Mandatory:

A recognised tertiary (or equivalent) qualification in Radiation Therapy

Unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia.

ACT Radiation Council Licence to operate radiation emitting apparatus used for Radiation Therapy purposes.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with CHS credentialing requirements for allied health.

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

Contact Officer: Sarah Mogford (02) 5124 2284 sarah.mogford@act.gov.au

People and Culture

Workforce Culture and Leadership

Director, Workforce Culture and Leadership

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 16350)

Gazetted: 27 August 2020

Closing Date: 11 September 2020

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

Overview of the Work Area and Position

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

All of our work is underpinned by a strong focus on CHS values of reliable, progressive, respectful and kind.

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

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

Manage and coordinated the whole of organisation workplace culture survey.

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

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

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

Facilitate team/business planning sessions

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

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

Eligibility/Other Requirements:

Desirable:

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

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for 12 months.

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

People and Culture

Workforce Capability

Assistant Director of Nursing, Workforce Capability

Registered Nurse Level 4.2 \$131,034, Canberra (PN: 42265)

Gazetted: 27 August 2020

Closing Date: 4 September 2020

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

Overview of the Work Area and Position

Staff Development Unit (SDU) is located on the Canberra Hospital Campus and reports to the Executive Branch Manager of People and Culture. SDU provides a key coordination role for Learning and Development (L&D) in CHS and provides education and training and eLearning courses for clinical, technical, vocational and administrative staff in a broad range of learning and development programs which are based on the needs of the organisation. SDU manages the systems, reporting and policies for education/training in CHS. This position reports to the Director of SDU.

As the Assistant Director of Nursing you will support the Director to manage, monitor and report on the education training programs, the learning management system and associated policies across the organisation. This includes leadership and management on quality and safety committees, strategic projects for the organisation and provide direct supervision and professional support to the team of nursing and midwifery educators.

Eligibility/Other Requirements:

Mandatory:

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

Highly Desirable:

A sound understanding of Microsoft Suite in particular, Excel and the use of Spreadsheets.

Experience and/or post graduate qualifications related to education is desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Contact Officer: Karen O'Brien 0468 599 406 Karen.O'Brien@act.gov.au

Chemical Pathology

Routine Chemistry

Senior Medical Scientist, Chemical Pathology

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 21260)

Gazetted: 27 August 2020

Closing Date: 10 September 2020

Details: Our Vision: Creating exceptional health care together.

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

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

Overview of the Work Area and Position

ACT Pathology is a division of the Canberra Hospital and Health Service offering a diagnostic Pathology service to the ACT and surrounding region.

The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and branch laboratory is located at the Calvary Hospital.

Routine Chemistry is a subsection of the Chemical Pathology department. The successful applicant will be responsible for the management of the following instrumentation (but not limited to): Roche Cobas p671 and p612 pre-analytical system, Abbott Architect Ci16200, Advanced Instruments Osmometer, Thermofisher Evolution Spectrophotometer, Elitech Chloridometer.

Under the direction of the Director of Chemical Pathology and the Chief Scientist of Chemical Pathology the successful applicant will be responsible for the day to day management of the Routine Chemistry subsection. The successful applicant will liaise with the leadership team (Clinical Directors, Principal Scientist and Chief Scientists) to provide leadership, strategic planning and optimal operational management at Canberra and Calvary Hospitals.

Eligibility/Other Requirements:

Mandatory:

A Science Degree or equivalent relevant qualification

A minimum of five years' experience in a Diagnostic Laboratory.

Desirable:

A relevant postgraduate or professional qualification would be an advantage

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 12 months, with the possibility of extension. There is a requirement to work on-call, weekends and public holidays.

In addition to the advertised salary under the current enterprise agreement Health professionals working in ACT Pathology, who are employed at or above the fifth pay point of the Health Professional 2 classification through to and including the second pay point on the Health Professional 4 classification will be eligible to be paid a Pathology Allowance.

Contact Officer: Simon Newton (02) 5124 2843 Simon.Newton@act.gov.au

Medicine

Renal Outpatients

Enrolled Nurse Renal Outpatients

Enrolled Nurse Level 1 \$61,658 - \$65,876, Canberra (PN: 41306)

Gazetted: 27 August 2020

Closing Date: 9 September 2020

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Overview of the Work Area and Position

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

The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include chronic kidney disease, renal supportive care and renal transplantation services, acute, satellite and home dialysis and general nephrology. This team has a multidisciplinary approach with an emphasis on research and evidence-based practice and is committed to partnering with patients to provide excellent care. The Renal Outpatients enrolled nurse is based at the Canberra Hospital and reports to the Clinical Nurse Consultant of Renal Outpatients.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note: This position is Part-time at 16 hours (0.42FTE) hours per week and the full-time salary noted above will be pro-rata. No shift work or weekends.

Contact Officer: Helen McFarlane (02) 5124 3062 Helen.McFarlane@act.gov.au

Quality, Safety, Improvement and Innovation

Incident Management Team

Clinical Safety System Coordinator

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 04552)

Gazetted: 27 August 2020

Closing Date: 8 September 2020

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Overview of the Work Area and Position

The role of Quality, Safety, Improvement and Innovation includes the promotion and facilitation of a culture of excellence, innovation, education and research in healthcare improvement through a framework designed for the delivery of a safe and reliable healthcare system. This is achieved through:

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

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

The following teams within Quality, Safety, Improvement and Innovation Unit are aligned with the key elements of high-quality health care and include the Patient Safety Team (Incident Management Team, Clinical Review Team, Mortality and Morbidity Coordination, Medico Legal Team), Clinical Effectiveness (Policy Team, Data and Quality Assurance, National Standards) and Patient Experience (Patient Experience, Advance Care Planning, Quality Improvement).

The Incident Management Team's responsibilities include:

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

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

The Clinical Safety System Coordinator's primary function is to coordinate clinical incident management processes across all CHS divisions. The position reports to the Manager, Incident Management Team, Quality, Safety, Improvement and Innovation.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

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

Contact Officer: Jenny Broome (02) 5124 9563 Jenny.Broome@act.gov.au

Medical Services

Pathology

Phlebotomist

Technical Officer Level 2 \$64,220 - \$73,540, Canberra (PN:46277, several)

Gazetted: 27 August 2020

Closing Date: 7 September 2020

Details: 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. • 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 ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Under direction of the Collection Senior Supervisor and the Customer Services Manager, as a collection centre supervisor you are responsible for the day to day operations of the collection centre ensuring adequate stock to meet demands, liaison role with external stakeholders and exceptional customer service to the clients of pathology. You will be required to work in any of the centre's operated by ACT Pathology across Canberra as directed by the Collections Senior Supervisor and may include afterhours or weekend work with on-call duties. Eligibility/Other Requirements Mandatory: • Associate Diploma or Certificate in relevant field or other relevant qualification and/or at least three years recent experience which enable the officer to competently perform the duties appropriate to the role. Desirable: • Hold a current driver's licence. Prior to commencement successful candidates will be required to: • Undergo a pre-employment National Police Check. • Be registered under the Working with Vulnerable People (Background Checking) Act 2011. • Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU). Note: There are three permanent positions available. For more information on this position and how to apply "click here" Contact Officer: Louise Hyndes (02) 5124 2932 louise.n.hyndes@act.gov.au

Infrastructure and Health Support Services

Business Support

Supply Services

Purchasing Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 21722)

Gazetted: 27 August 2020

Closing Date: 4 September 2020

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Health Services in ACT. This position reports to the Purchasing Team Leader of Supply Services. To assist in procurement activities of products and services on behalf of Infrastructure and Health Support Services and other customers on the Purchasing and Inventory Control System (PICS) in a timely manner. The successful candidate will be required to work within Supply Services main office at Mitchell and at Canberra Hospital. Eligibility/Other Requirements Desirable: • Current Class (C) driver's Licence • Certificate IV in Government Procurement or higher qualification in Procurement and Contracting and relevant work experience is highly desirable. Prior to commencement successful candidates will be required to: • Undergo a pre-employment National Police Check. • Be registered under the Working with Vulnerable People (Background Checking) Act 2011. Note: This is a part-time temporary position available for nine months at (22.03) hours per week with the possibility of extension and/or permanency. The full-time salary noted above will be paid pro-rata. For more information on this position and how to apply "click here"

Contact Officer: Michael Guirguis (02) 5124 3524 michael.guirguis@act.gov.au

Allied Health

Acute Allied Health Services

Physiotherapist

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 45847)

Gazetted: 27 August 2020

Closing Date: 3 September 2020

Details: About us

Our Vision: Creating exceptional health care together.

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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

Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. This Physiotherapist will provide physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital and Centenary Hospital for Women and Children. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient care.

Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

The overall functions of the physiotherapist 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.

Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements:

Mandatory:

Degree or Diploma in Physiotherapy or equivalent qualifications.

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

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with Canberra Health Services credentialing requirements for allied health professionals.

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

Desirable:

At least three year's work experience

Note: This is a temporary position available for a period of 12 months. This position is part-time at 22:05 hours per week and the full-time salary noted above will be pro-rata. You will be required to participate in an overtime roster. A merit selection list from this round may be used to fill other temporary full-time or part-time vacancies within 12 months.

Contact Officer: Kerry Boyd (02) 5124 2670 kerry.boyd@act.gov.au

Rehabilitation, Aged and Community Services

Oral Health Services

Dental Assistant Level 2 - Qualified

Dental Assistant Level 2 \$57,459 - \$67,185, Canberra (PN: 25868, several)

Gazetted: 27 August 2020

Closing Date: 9 September 2020

Details: 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.

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

Oral Health Services (OHS) is responsible for delivering services including dental prevention and treatment for children, targeted youth and adults of the ACT and surrounding region.

Oral health Services offers a range of dental services to the community, these include:

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

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

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

Oral Health Services provides dental treatment to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra. These locations include the Belconnen Health Centre, Civic Health Centre, Phillip Health Centre, Tuggeranong Health Centre, Gungahlin Health Centre, Hume Health Centre within the Alexander Maconochie Centre and the OHS Mobile Dental Clinics, as well as the major hospitals.

The Mobile Dental clinics provide dental care to targeted access groups that include Bimberi Youth Detention Centre, the homeless, aged care facility residents and children and youth attending identified schools in the ACT.

The successful applicant will be required to work at all OHS service delivery locations.

Eligibility/Other Requirements:

Mandatory:

Certificate III in Dental assisting or equivalent

Desirable:

Current driver's licence

Certificate IV in Dental assisting or equivalent

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note:

There are two permanent positions and four temporary positions available. Temporary positions are available for a period of six months with a possibility of extension and/or permanency.

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

Canberra Health Services

Women, Youth and Children

**Director of Allied Health Service Coordinator - Open to Registered Nurses and Allied Health Professionals
Senior Professional Officer Grade C \$108,926 - \$117,249, Canberra (PN: 46873)**

Gazetted Date: 28 August 2020

Closing Date: 11 September 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

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

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

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

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

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 Paediatric Endocrinology and Diabetes Service provides coordinated and integrated care for children, young people and their families with diabetes and other endocrinological conditions. It is an interdisciplinary service comprising medical, nursing and allied health professionals and is delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes. Services are delivered at the Centenary Hospital for Women and Children and Gungahlin Community Health Centre.

The Service Coordinator will provide high level leadership of a contemporary, interdisciplinary team of health professionals. This is a newly established position and provides an exciting opportunity to provide strategic leadership, establish new systems and processes and drive change under a new model of care.

The Service Coordinator will report operationally to the Director of Allied Health in the Division of Women, Youth and Children.

Eligibility/Other Requirements

Mandatory:

Tertiary qualification in a health or related discipline and/or postgraduate qualifications in health, behavioural science or management.

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.

Highly Desirable:

Experience in paediatric diabetes management or other chronic disease management

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

Note: This is a temporary position available for 12 months with the possibility of permanency. This position is part-time at four days a week (29.24 hours) and the full-time salary noted above will be pro-rata.

Contact Officer: Pip Golley (02) 5124 4236 pip.golley@act.gov.au

Clinical Services

Women Youth and Children

Community Health Programs

Team Leader Central School Team

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 48680)

Gazetted: 27 August 2020

Closing Date: 3 September 2020

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

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

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

Overview of the work area and position

The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary health services to children, young people, families and women in the ACT and surrounding regions. The Division provides family centred, multidisciplinary services at Canberra Hospital and in Community Health Centres, client homes, schools and Child and Family Centres. These services include:

- Maternal and Child Health Program
- School Team – High School Immunisations and Health Checks
- Children at Risk Health Unit
- Community Paediatric and Child Health Service

Reporting to the Administration Manager, this position co-ordinates the daily workflows and program objectives within their local area, both front and back of house. This role requires a high level of time management skills with an ability to liaise effectively with staff at all levels. The role is responsible for one team but can be required at times to move into other teams, where operationally required.

This position is based at the City Health Centre.

Eligibility/Other Requirements:

Mandatory:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Desirable:

Ability to type with speed and efficiency within guidelines.

Experience in Microsoft applications; in particular Excel, Word and Outlook.

Experience or knowledge of using the Canberra Health Services rostering program ProAct.

Hold a current driver's licence.

Note: This is a part-time permanent position available at 30.4 hours per week and the full-time salary noted above will be paid pro-rata. Part time hours are negotiable to the preferred applicant.

Contact Officer: Christine Hezkial (02) 51242776 christine.hezkial@act.gov.au

CHS Chief Operating Officer Clinical Services

Women Youth and Children

Women, Youth and Children Operational

Administration Officer

Administrative Services Officer Class 2 \$57,454 - \$63,443, Canberra (PN: 10782, several)

Gazetted: 27 August 2020

Closing Date: 8 September 2020

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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

Canberra Health Services' Division of Women's, Youth and Children's provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Health Services, Community Health Centres, client's homes, schools and Child and Family centres.

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

Eligibility/Other Requirements

Desirable: To be successful in this position, it is expected that the successful candidate will have the following attributes; strong organisational skills with a high degree of drive. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: These positions are based at the Canberra Hospital.

For more information on this position and how to apply "click here"

Contact Officer: Angela Watson (02) 5124 7677 angela.j.watson@act.gov.au

Medicine

Renal Medicine

Registered Nurse Renal Service

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 17379)

Gazetted: 31 August 2020

Closing Date: 14 September 2020

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

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

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

Overview of the Work Area and Position

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

The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease (CKD) clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension services and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence-based practice and is committed to partnering with patients to provide excellent care. This position is based at Canberra Health Services and reports to the Director of Renal Service.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post graduate studies relevant to the speciality field

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: This position is part-time at 20 hours per week and the full-time salary noted above will be pro-rata.

Selection may be based on written application only.

Contact Officer: Alison Winsbury (02) 5124 8366 Alison.Winsbury@act.gov.au

Clinical Services

Cancer Ambulatory Services

Cancer Allied Health

Community Counselling Service Social Worker

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 17040)

Gazetted: 02 September 2020

Closing Date: 18 September 2020

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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.

Cancer and Ambulatory Support

The Division of Cancer and Ambulatory Support (CAS) provides comprehensive cancer screening, diagnostic, assessment and treatment services in inpatient, outpatient and non-admitted treatment settings. The division is also responsible for immunology, specialist palliative care, medical physics and radiation safety, walk in centres and organisational outpatient support through Central Intake, transcription, policy support and the Central Outpatients Department.

Overview of the work area and position

The Canberra Health Services Cancer Supportive Care Team (CSCT) sits within the Division of Cancer and Ambulatory Support (CAS). The service aims to provide cancer patients, carers and their support network with timely treatment, information and support services.

The CSCT is comprised of cancer specialist nurses, psychologists, social workers and administrative staff who provide holistic support to cancer patients who use our services. The community-based Cancer Counselling Service includes Social Workers who provide a wide range of services and support, including:

Individual counselling

Therapeutic and skills training groups

Information and referral to other community services.

Social Workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing.

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

Eligibility/Other Requirements

Mandatory:

Degree in Social Work

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

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.

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

Comply with CHS credentialing requirements for allied health.

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

Note: This is a part-time temporary position available from 9 November 2020 until 27 January 2022 up to 14 months at 25.73 hours per week and the full-time salary noted above will be paid pro-rata.

For more information on this position and how to apply “click here”

Contact Officer: David Larkin (02) 5124 8540 david.larkin@act.gov.au

**Secure Mental Health Inpatients, Justice Health Services
Mental Health, Justice Health Drug and Alcohol Services
Registered Nurse**

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 38615, several)

Gazetted: 01 September 2020

Closing Date: 17 September 2020

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

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

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

Overview of the Work Area and Position

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

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's 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.

The Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016.

DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

The Extended Care Unit (ECU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division.

In this position it is expected you will actively complete assessments, planning, implementing and care of clients, including supporting and facilitating patients community reintegration through therapeutic leave. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Enrolled Nurses.

Eligibility/Other Requirements:

Mandatory:

Current registration or eligibility for un-conditional registration, without notations or conditions on practice with the Nursing and Midwifery Board of Australia through the Australian Health Practitioner Regulation (APHRA).

Minimum 12 months nursing experience within a forensic, acute or mental health setting.

Current driver's licence.

Desirable:

Co-morbidity or Alcohol and Drug Service 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: These are temporary positions available for six months with possibility of extension.

Contact Officer: Tasha Lutz (02) 5124 1851 Tash.Lutz@act.gov.au

Pathology Services

Haematology

Supervising Scientist, Haematology

Health Professional Level 4 \$108,926 - \$117,249, Canberra (PN: 26295)

Gazetted: 31 August 2020

Closing Date: 16 September 2020

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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

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

Under broad direction from the Laboratory Manager/Chief Scientist, you will provide a key role in the day to day management of the Immunophenotyping, Haematology and Haemostasis sections of the laboratory at The Canberra Hospital and Calvary Public Hospital. This will include training and development of staff, management of resources, evaluation and implementation of new diagnostic platforms, overseeing NATA RCPA technical requirements, KPI monitoring, investigation of difficult transfusion cases, investigation of complex haematology testing, quality control monitoring, maintaining manuals, supervision of the branch laboratory and other duties as directed.

There is a requirement to work out of routine hours, on-call, occasional nights, weekends, public holidays and work at the Calvary Laboratory.

Eligibility/Other Requirements:

Mandatory:

A degree in Medical Laboratory Science or equivalent.

Desirable:

Minimum of 10 years' experience working in a diagnostic Haematology Laboratory with high level knowledge Immunophenotyping, Haematology and Haemostasis services.

Relevant Post Graduate qualifications.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Jackie Pratt (02) 5124 2034 Jackie.Pratt@act.gov.au

Haematology

Cancer and Ambulatory Support

Haematology Registered Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 32815)

Gazetted: 31 August 2020

Closing Date: 16 September 2020

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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

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

The Haematology Outpatient Unit treats patients with malignant and non-malignant haematological conditions.

The successful applicant will be working with chemotherapy agents, blood products and central venous access devices. The successful candidate will be provided with full support from our dedicated and highly experienced team.

Excellent interpersonal communication skills and the ability to work effectively within a team are essential for this position. It is essential for the candidate to have previous haematology/chemotherapy experience.

Haematology Outpatient Unit is open Monday to Sunday 8.30am- 6pm.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Competence in Chemotherapy administration

Competence with Central Venous Access Devices

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This is a temporary position available for 12 months. It is part-time at 30 hours per week (four days per week) and the full-time salary noted above will be pro-rata. This position has the possibility of working weekend shifts, shift hours will be from 08:30 - 17:00 or 09:30 - 18:00. Selection may be based on written application and referee reports only.

Contact Officer: Sally McCloy (02) 5124 8458 Sally.McCloy@act.gov.au

Medicine

Renal Outpatients

CNC Renal Outpatients

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 16508)

Gazetted: 31 August 2020

Closing Date: 7 September 2020

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

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

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

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 Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include inpatient and outpatient services such as acute haemodialysis, satellite and home dialysis, Chronic Kidney Disease program, Renal Supportive Care program, renal transplantation, dialysis access and general nephrology services. This team has a multidisciplinary approach with an emphasis on research and evidence-based practice and is committed to partnering with patients to provide excellent care. This position is located at the Canberra Hospital and reports to the Assistant Director of Nursing Renal and Diabetes/Endocrine.

Eligibility/Other Requirements:

Mandatory:

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This position is temporary for five months with the possibility of extension and/or permanency. This position is fulltime working Monday to Friday.

Contact Officer: Alison Winsbury (02) 5124 8366 Alison.Winsbury@act.gov.au

Allied Health

Acute Allied Health Services

Social Work

Social Worker

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 28712)

Gazetted: 01 September 2020

Closing Date: 17 September 2020

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

Our Values: Reliable, Progressive, Respectful and Kind

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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

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

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

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

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

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing.

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

Eligibility/Other Requirements

Mandatory:

Degree in Social Work

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

Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

Desirable:

Current driver's licence (Mandatory in a community position)

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS credentialing requirements for allied health.

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

Note: This is a temporary position available for a period of six months with the possibility of extension. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on written applications and referee reports only.

For more information on this position and how to apply "click here"

Contact Officer: Patrice Higgins (02) 5124 2155 patrice.higgins@act.gov.au

Clinical Services

Women, Youth and Children's Services

Paediatric Endocrinology and Diabetes

Advanced Practice Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 22590)

Gazetted: 27 August 2020

Closing Date: 9 September 2020

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

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

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

Overview of the work area and position

The Paediatric Endocrinology and Diabetes Service provides coordinated and integrated care for children, young people and their families with diabetes and other endocrinological conditions. Services are delivered at the Centenary Hospital for Women and Children and Gungahlin Community Health Centre. The Paediatric Endocrinology and Diabetes Service is an interdisciplinary service comprising medical, nursing and allied health professionals and is delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes.

The Advanced Practice Nurse will provide expert knowledge and skills to support extension to practice and the development of therapeutic and evidence-based nursing interventions within the Paediatric Endocrinology and Diabetes Service. This role requires the ability to develop, implement and undertake new and innovative practices within legislative and professional boundaries. The Diabetes Advanced Practice Nurse will be responsible operationally to the Service Coordinator and professionally to the Assistant Director of Nursing, Paediatrics and Neonatology.

Eligibility/Other Requirements:

Mandatory:

Be registered as a Registered Nurse with the Australian Health Practitioner Regulation Agency (APHRA).

Hold a post-graduate certificate in Diabetes Education and be an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator.

Hold a current driver's licence.

Desirable:

Previous experience providing diabetes care to children and young people.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note: This position may be required to participate in on call, and potentially work at multiple sites operated by Canberra Health Services. Prior to commencement of employment, there is a requirement for the successful candidate to be granted with their Scope of Clinical Practice and Credentialing through the CHS Nursing and Midwifery Scope of Practice and Credentialing Committee.

Contact Officer: Pip Golley (02) 5124 4236 Pip.Golley@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Care

Community Care Program

Community Care Occupational Therapy Manager

Health Professional Level 4 \$108,926 - \$117,249, Canberra (PN: 22027)

Gazetted: 31 August 2020

Closing Date: 16 September 2020

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

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

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

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

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

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

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

Eligibility/Other Requirements

Mandatory:

Degree in Occupational Therapy or recognised equivalent.

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

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with CHS credentialing requirements for allied health.

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

For more information on this position and how to apply "click here"

Contact Officer: Dominic Furphy 0419 167 722 dominic.furphy@act.gov.au

Infrastructure and Health Services

Food Services Stores

Food Services Stores/Dispatch Officer

Health Service Officer Level 4 \$54,165 - \$56,238, Canberra (PN: 22962)

Gazetted: 27 August 2020

Closing Date: 9 September 2020

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

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

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

Overview of the Work Area and Position: This role is for Stores Area, the Infrastructure and Health Support Services Group is responsible for the infrastructure delivery, maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across the CHS organisation. The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of ACT Health Services north and south of Canberra. The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration,

Operation Support Services - Food preparation and Food Production,

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

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

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

External sites, Dhulwa and other Community Centres.

Eligibility/Other Requirements:

Mandatory: Food Industry recognized qualification.

Current class driver's licence.

Relevant food service work experience highly desired.

Desirable:

Relevant experience in Microsoft Office applications.

Relevant food service IT systems.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary position available for six months with the possibility of extension. Ability to work rotating shifts including weekends between (0700 – 1900).

Contact Officer: Sanjay Prasad (02) 5124 2177 Sanjay.Prasad@act.gov.au

Finance and Business Intelligence

Supply Services

Assistant Director Supply Services

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 27896)

Gazetted: 27 August 2020

Closing Date: 10 September 2020

Details: Our Vision: Creating exceptional health care together.

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

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

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

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 Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive Officer (CEO) of Canberra Health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The six sub-units within the FBI branch include the Financial Operations and Support Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence, Health Information Unit and Procurement and Supply.

The Assistant Director Supply Services is a multi-disciplinary coordinator role and is responsible for the day-to-day activities of Supply Services at Mitchell Warehouse and Canberra Hospital. The position is responsible for overseeing the day-to-day rostering, management and Human Resources for Supply Services, as well as supply chain continuity.

Eligibility/Other Requirements:

Desirable:

A minimum of five years' experience in Supply Chain management or equivalent logistics/product handling roles is highly desirable.

Duties of the position include the requirement to occasionally drive vehicles, therefore possession of a class MR/HR/MC driver's licence and a forklift licence would be highly desirable, or a willingness to obtain one.

Qualifications and Certifications in Manual Handling, Work Health and Safety, Supply Chain Management and Procurement would be highly regarded, as well as advanced Spreadsheet, Report writing and advanced HR skills.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Contact Officer: Jacqueline Williams (02) 5124 3109 Jacqueline.Williams@act.gov.au

Alcohol and Drug Service

Intake Service

Intake Worker

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 42083)

Gazetted: 28 August 2020

Closing Date: 11 September 2020

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

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

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

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

Overview of the Work Area and Position

The Alcohol and Drug Service is a multidisciplinary service within the Canberra Health Service providing a range of specialist services for people affected by alcohol and other drug use. The Counselling and Treatment Service, Alcohol and Drug Service is a part of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), which is a contemporary, evidence based service providing high quality care, guided by principles of harm minimisation. The Alcohol and Drug Service's Counselling and Treatment Service (CTS) is a free outpatient government service that provides counselling and central telephone intake assessment services for all programs offered by Alcohol and Drug Services as well as information and referral to other local and interstate alcohol and other drug treatment services..

The role includes:

Providing point of entry and helpline telephone and intake assessment services for all programs offered by the Alcohol and Drug Service.

Provide information and referral to other local and interstate alcohol and other drug treatment services.

Provide intake assessment appointments for people who walk-in wanting to access Alcohol and Drug Services.

Assist in the facilitation of group services provided by CTS.

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

Eligibility/Other Requirements:

Highly Desirable:

Relevant tertiary qualifications highly desirable.

Certificate IV in Alcohol and Other Drug Studies; or a tertiary Qualification with 4 Core competencies in AOD studies or working towards this achievement required.

Previous experience working in AOD services highly desirable.

Desirable: Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Comply with Canberra Health Services credentialing requirements for allied health professionals.

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

Note: This position may be required to participate in an overtime, on call and/or rotation roster.

Contact Officer: Kate Soulsby (02) 5124 1590 Kate.Soulsby@act.gov.au

CHS Chief Executive Officer

Quality Safety Innovation and Improvement

Senior Officer

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 45768)

Gazetted: 28 August 2020

Closing Date: 18 September 2020

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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

Very few teams can say they are responsible for helping set the future direction of a large organisation. The Strategy, Policy and Planning Division is one of the few teams that can. The Division leads and supports the development and implementation of organisation wide strategy and related projects. The division includes the Policy and Planning, Risk, and Legal Liaison Services, Ministerial and Government Services, Communications and Engagement and Territory Wide Surgical Services areas. A great team with terrific opportunities to work on challenging and complex issues— all of which matter to our local community.

As Senior Officer, you will work Under the direction of the Director, Policy, Planning and Government Relations, as part of a dynamic team. You will inform, educate, and support strategic and operational policy development and governance processes including legislative compliance and business planning.

Eligibility/Other Requirements

Personal Attributes

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

Ability to adapt and be flexible to accommodate change.

High level communication skills, critical thinking and analysis, including ability to synthesise and communicate complex matters to a wide range of audiences.

Strong organisational skills with a high degree of initiative, drive and flexibility.

A sense of humour.

Desirable:

A relevant tertiary or post graduate qualification, or

Knowledge acquired either through formal studies or work experience in relation to health service planning, policy governance and development.

Experience working in a health care setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

For more information on this position and how to apply "click here"

Contact Officer: Katherine Macpherson (02) 5124 9590 katherine.macpherson@act.gov.au

Canberra Health Services

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Alcohol and Drug Program

Youth Counsellor

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 29107)

Closing Date: 10 September 2020

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- Four Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

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

The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home. These services include:

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

Overview of the work area and position

The Alcohol and Drug Services (ADS) is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality alcohol and other drug services that are guided by the principles of harm minimisation. The ADS provide a range of specialist services for people affected by alcohol and other drug use incorporating 6 areas including:

- Opioid Treatment Services
- Medical Services,
- Consultation and Liaison Service,
- 10 bed Inpatient Withdrawal Service
- Police and Court Drug Diversion Service
- Counselling and Treatment Services

The Counselling and Treatment Service (CTS), is a contemporary, client-centred, stepped, integrated model of treatment using evidence-based service providing high quality care, guided by principles of harm minimisation. Services include the provision of counselling, psychotherapy and a range of psycho educational and therapeutic groups with people who have hazardous or harmful alcohol and other drug use as well as substance abuse and substance disorders.

The Youth Drug and Alcohol Program (YDAP) is a tertiary service within CTS for young people from 12 -25 years with complex alcohol and drug issues, both within a custodial environment, community health centres and outreach settings.

Eligibility/Other Requirements

Mandatory:

For Social Work:

- Degree in Social Work
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)
- Registration under the ACT Working with Vulnerable People Act 2011
- Applicants must have a minimum of three years (ideal five years) post-qualification experience.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.
- Applicants must have a minimum of three years (ideal five years) post-qualification experience.

For Counselling: - Eligible qualification pathways

Pathway 1

- Minimum five-year full-time (or part-time equivalent) sequence of study made up of:
- Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant)

AND

- (ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course;

OR

- (iii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model.

Pathway 2

- Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course

AND

- Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course

OR

- (ii) Three-year part-time ANZAP training in the Conversational Model.
- Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.

Desirable:

- Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Be registered under the Working with Vulnerable People (Background Checking) Act 2011.
- Comply with CHS credentialing requirements for allied health.
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a part-time permanent position available at 22.03 hours per week and the full-time salary noted above will be paid pro-rata.

For more information on this position and how to apply "click here"

Contact Officer: Katherine Soulsby (02) 5124 1590 kate.soulsby@act.gov.au

Alcohol and Drug Service

Counselling and Treatment Service

Counsellor

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 31010)

Gazetted: 27 August 2020

Closing Date: 10 September 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.

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 Service is a multidisciplinary service within Canberra Health Services providing a range of specialist services for people affected by alcohol and other drug use. The Counselling and Treatment Service (CTS), Alcohol and Drug Service is a part of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), which is a contemporary, evidence-based service providing high quality care, guided by principles of harm minimisation. CTS is a free outpatient government service that provides central telephone intake assessment services for all programs offered by Alcohol and Drug Services as well as information and referral to other local and interstate alcohol and other drug treatment services. The core business of CTS is the provision of counselling, psychotherapy and a range of psychoeducational and therapeutic groups. Services are offered to people from 12 years throughout the lifespan, with hazardous or harmful alcohol and other drug use as well as substance abuse and substance disorders. CTS also offers treatment for a range of psychosocial problems that either result in or derive from the presenting substance use difficulties. Brief interventions are available for people affected by the substance use of a loved one.

CTS utilises a client-centred, stepped, integrated model of treatment. In offering client centred care, clinicians work collaboratively with clients in such a way that respects their experience, expertise, perceptions and goals. Client centred care appreciates that clients have the right to set their own goals, draw their own conclusions and make their own choices about treatment.

CTS are a multi skilled team of health professionals and services are provided to the community both within community health centres and custodial environments.

This role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, counselling and group work to adults. Training and experience in providing Dialectical Behaviour Therapy (DBT) counselling and facilitating DBT groups would be an advantage.

All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

For Social Work:

Tertiary qualification in Social Work

Eligibility for membership of the Australian Association of Social Workers

For Psychology:

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

Highly Desirable:

Psychology Board of Australia endorsement or eligibility for endorsement as Principal and/or Secondary supervisor for 4+2 Internship program

For Counselling

Eligible qualification pathways

Pathway 1

Minimum five-year full-time (or part-time equivalent) sequence of study made up of:

Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant)

AND

(ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course;

OR

(iii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model.

Pathway 2

Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course
AND

Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course

OR

(ii) Three-year part-time ANZAP training in the Conversational Model.

(iii) Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.

Desirable:

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

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

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

Note:

This is a temporary position available for 15 months with possibility of extension and/or permanency.

Contact Officer: Kate Soulsby (02) 5124 1590 Kate.Soulsby@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Service

Rehabilitation and Speciality Services

Registered Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 24285)

Gazetted: 27 August 2020

Closing Date: 14 September 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.

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

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence-based division providing high quality mental health care that is guided by principles of Recovery. Mental Health Service for People with Intellectual Disability (MHS-ID) is a specialist team within MHJHADS that provides comprehensive assessment, psychological and psychiatric services to consumers with an intellectual disability and a mental illness.

This multidisciplinary service aims to provide collaborative care involving the person, their families/carers and community support services. The position involves consultation, liaison, support, education and training to agencies, carers and families. The team collaborates with a range of stakeholders and external agencies including treating practitioners, medical specialists, therapeutic service providers, schools, families and support agencies.

MHS-ID is located at the Gungahlin Community Health Centre.

This position involves critical thinking, complex assessment, a high standard of report writing and an ability to work independently as well as collaboratively with multidisciplinary team colleagues.

Providing mental health services to this complex consumer group requires clinicians to be able to work effectively with consumers who often have limited verbal communication, families, support teams and service providers.

Eligibility/Other Requirements:

Mandatory:

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

Current driver's licence

Desirable:

Experience and/or keen interest in working with persons with intellectual disability

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Janelle Walker (02) 5124 1144 Janelle.Walker@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Community Care Program

Allied Health Manager; RACS Community Care Program

Health Professional Level 5 \$128,286 - \$144,418, Canberra (PN: 20392)

Gazetted: 02 September 2020

Closing Date: 16 September 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.

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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, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect 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 Canberra Health Service's network of health facilities designed to meet the needs of our ageing and growing population.

RACS work collaboratively with the individuals, his/her carers and other services within and external to Canberra Health Services.

This senior management position oversees the allied health services in Community Care Program, consisting of Occupational Therapy, Podiatry, Physiotherapy, Nutrition and Social Work services. We aim to maintain/improve independence and wellbeing by providing assessment and intervention mainly to adults living in the community. Community Care provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

As a senior manager, the Allied Health Manager works with the RACS Director of Allied Health on strategic input and support for Divisional and organisational goals. The Allied Health Manager ensures the effective and efficient delivery of allied health services in the Community Care Program and Division of RACS.

Eligibility/Other Requirements:

Mandatory:

Degree or equivalent in an Allied Health profession.

Be registered or be eligible for registration with the Australian Health Practitioner.

Regulation Agency (AHPRA) or, be eligible for membership of relevant professional body.

Current Driver's licence.

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).

Comply with CHS credentialing requirements for allied health.

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

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

Clinical Services

Medicine

Renal Outpatients

Renal Transplant Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 27024)

Gazetted: 01 September 2020

Closing Date: 8 September 2020

Our Vision: Creating exceptional health care together.

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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.

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

The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease (CKD) clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension services and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence-based practice and is committed to partnering with patients to provide excellent care. This position is based at Canberra Hospital and reports to the CNC of Renal Outpatients.

Eligibility/Other Requirements

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: This position is temporary for five months with the possibility of extension. This position is fulltime working Monday to Friday during business hours.

For more information on this position and how to apply "click here"

Contact Officer: Helen McFarlane (02) 5124 3062 helen.mcfarlane@act.gov.au

Canberra Institute of Technology

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

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

Education and Training Services

Health, Community and Science

Wellbeing

Administrative Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 39220, several)

Gazetted: 02 September 2020

Closing Date: 9 September 2020

Details: The Canberra Institute of Technology (CIT) Wellbeing and Community Work departments are seeking two highly motivated and professional individuals to provide a wide range of high level administrative support to staff and students in their departments. Duties will include attending to inquiries from staff, students and the community; supporting program delivery; maintaining student records; providing support with student enrolments, student placements and student compliance checks, and maintaining local information management systems.

The successful candidate will need to work as a team member and autonomously to support and promote the department/college priorities. The ability to exercise judgement and to interpret guidelines and procedures to resolve issues, inquiries and work tasks is essential.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability and those who identify as LGBTIQ are encouraged to apply.

Working at CIT:

With an impressive 90 year history, Canberra Institute of Technology (CIT) is an exciting place to work. As the largest VET provider in Canberra, we are committed to recruiting, developing and retaining the best people possible at all levels.

The benefits of working at CIT include:

Access to facilities to support your health and wellbeing, including CIT Fit and Well Fitness centre at Bruce Campus, as well as a strong Employee Assistance Program.

Flexible work options.

Free parking.

Note: These are temporary positions available for 12 months. There is one full-time role and one part-time role 25 hours per week and the full-time salary noted above will be pro-rata. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are asked to submit a written application of no more than two pages addressing the Selection Criteria, as well as a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Veronique Gouneau (02) 6205 4724 Veronique.Gouneau@cit.edu.au

Education and Training Services

Library and Learning Services

Librarian Resources and Access

Senior Professional Officer Grade C \$108,926 - \$117,249, Canberra (PN: 54236)

Gazetted: 01 September 2020

Closing Date: 8 September 2020

Details: Canberra Institute of Technology (CIT) Library is looking for interested applicants to fill the Librarian and Resources Access position. Applicants will need to possess an ability to contribute to the strategy planning of library services and systems. You will need highly developed skills in team leadership and interactions with internal and external key stakeholders. You will need to be able to manage resource development within allocated budgets.

Eligibility/Other Requirements: Mandatory: An appropriate degree or equivalent which allows for professional membership of the Australian Library and Information Association (ALIA). Previous experience in an educational environment is desirable.

How to Apply: Applicants are required to respond to the Selection Criteria provided in the attached Position Description. Maximum of two pages, along with a curriculum vitae and the contact details of three referees including your most recent or current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jaci Ganendran (02) 6205 9782 jaci.ganendran@cit.edu.au

Education and Training Services

Health, Community and Science

Children's Education and Care

Administrative Support

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 44322)

Gazetted: 31 August 2020

Closing Date: 14 September 2020

Details: The Canberra Institute of Technology (CIT) Children's Education and Care department is seeking a highly motivated and professional individual to provide a wide range of high-level administrative support to staff and students in the department. Duties will include attending to inquiries from staff, students and the community; providing support with student enrolments, student placements and student compliance checks; creating student files and maintaining electronic file management systems and maintaining local information management systems.

The successful candidate will need to work as a team member and autonomously to support and promote the department/college priorities. The ability to exercise judgement and to interpret guidelines and procedures to resolve issues, inquiries and work tasks is essential.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Working at CIT: With an impressive 90 year history, Canberra Institute of Technology (CIT) is an exciting place to work. As the largest VET provider in Canberra, we are committed to recruiting, developing and retaining the best people possible at all levels. The benefits of working at CIT include:

Access to facilities to support your health and wellbeing, including CIT Fit and Well Fitness centre at Bruce Campus, as well as a strong Employee Assistance Program. Flexible work options. Free parking.

Eligibility/Other Requirements: Qualification in Business administration or equivalent are highly desirable.

Note: This is a temporary position available for 12 months. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements. 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 (maximum two pages) and provide a current curriculum vitae along with the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Noble (02) 6207 1338 Daniel.Noble@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

Access Canberra

Projects, Governance and Support

Finance and Budgets

Director, Finance and Budgets

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 13835)

Gazetted: 01 September 2020

Closing Date: 15 September 2020

Details: In a cash world, can you cash in on your accounting and leadership skills to become a Director in Access Canberra's Finance and Budgets Section? You will be proficient in preparing accurate and understandable reports and briefings; be adept at communicating ideas and concepts clearly; be excellent at managing workloads and priorities to deliver monthly and annual reports and analysis; be brilliant at maintaining effective working relationships with both internal and external stakeholders and also contribute to workplace diversity and participative work practices. 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: Full Membership of an Australian recognised Professional Accounting Body is highly desirable.

Note: Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role. This position sits within a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Interested applicants should submit their curriculum vitae, the names and contact details for two referees, and a two-page pitch outlining the Skills, Knowledge and Behaviours that make you the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ron Leonard (02) 6207 0378 ron.leonard@act.gov.au

**Treasury/Commercial Services and Infrastructure Group/Shared Services/SSICT
Technology Services Branch
Applications Service delivery
Test Coordinator – Environment**

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 20430)

Gazetted: 27 August 2020

Closing Date: 14 September 2020

Details: The Applications Service Delivery Team are seeking the services of an experienced Test Coordinator – Environment. The Test Coordinator - Environment role is responsible for the management, maintenance and updating of the Applications Service Delivery (ASD) Test Team test lab and associated infrastructure to support the manual and automation test capabilities within the team. The successful candidate will also execute tasks within the testing phases of operational and development test activities, including managed software deployments, large-scale upgrades of Standard Operating Environments (SOE) and coordination/facilitation of User Acceptance Testing (UAT) within expected timeframes.

The successful candidate will have the ability to effectively self-manage, and to plan and prioritise competing tasks while liaising with stakeholders and working collaboratively with team members and teams across the organisation.

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: An ACT Government CMTEDD Baseline Security Clearance or the ability to obtain one, is required for this position.

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

How to Apply: Please review the Position Description and respond to the seven capabilities explaining experience and Skill/Knowledge level for each. The response to capabilities should not exceed three pages. Applicants should also include a copy of their current curriculum vitae and current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephen Cox (02) 6207 8789 Stephen.Cox@act.gov.au

**Corporate
Corporate Management
Information Management Team
Freedom of Information Coordinator**

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 02045)

Gazetted: 28 August 2020

Closing Date: 11 September 2020

Details: An opportunity has arisen in the Information Access Team (IAT) to support the Chief Minister, Treasury and Economic Development (CMTEDD) Information Officers with the end to end processing of Freedom of Information requests. The successful candidate will demonstrate a consistent and reliable work ethic, strong and efficient administration, liaison and negotiation skills and the ability to manage conflicting demands to meet deadlines. Key tasks include end to end processing of complex FOI requests, management of documentation including redactions and amendments, drafting correspondence and liaising with internal and external stakeholders. Strong written and oral communication skills are imperative for success in this role.

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

How to Apply: In two pages please provide your statement of claims against the Selection Criteria outlining what you will bring to the role. A current curriculum vitae should be included and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Riley (02) 6207 3153 Daniel.Riley@act.gov.au

Commercial Services

Shared Services

Record Services

Record Services Officer

Administrative Services Officer Class 2 \$57,454 - \$63,443, Canberra (PN: 01465, several)

Gazetted: 28 August 2020

Closing Date: 4 September 2020

Details: Do you enjoy a challenge that allows you to utilise your inventory and sentencing skills? Do you have a high attention to detail and demonstrated experience and solid understanding in a range of records management functions and systems? Record Services is currently seeking Record Services Officers to join the team. The successful applicants will be able to sort, examine and file written material using established criteria and have a good attention to detail. Provide high level customer service and respond to client's queries via the Shared Services website and process record keeping requests, as required. The position will also undertake a range of activities that support the effective storage and retrievals of stored records at the Mitchell warehouse. 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 up to six months with a possibility of extension up to 12 months and/or permanency from this process.

How to Apply: Applicants must ensure they provide a personal pitch (one page maximum) describing the importance of following a process, ensuring a high attention to detail and working effectively as a team member and provide examples of when you have demonstrated these skills; your current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tayla Jenkins (02) 6207 0447 tayla.jenkins@act.gov.au

Shared Services ICT

Customer Engagement Service Branch

Service Assurance

ICT Purchasing Supervisor

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 16474)

Gazetted: 28 August 2020

Closing Date: 4 September 2020

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes. Shared Services ICT [SSICT] provides a comprehensive range of ICT and allied services to all ACT Government Directorates, ACT Government schools, and the Canberra Institute of Technology. It delivers a modern ICT environment including cloud provision, data centres and an extensive optical-fibre voice and data network backed with high quality server and desktop support. SSICT also provides ICT project management, application development, and teams of staff co-located in directorate locations providing contextual advice and guidance as well as business system support services. Service Assurance is looking for an ICT purchasing Supervisor who will administer quotes and invoices for the purchasing of ICT goods and services on behalf of the ACT Government. A typical day will include: - Provide direction, advice and guidance to team members; Delegate tasks and monitor quality of work delivered by team; Compile and co-ordinate monthly bill-back invoices for Directorates including quality checks on coding, customer accounts and approvals for bill-back invoices to ensure they are submitted for processing in a timely manner; and contribute to the maintenance of the on-line Product catalogue to ensure the relevance of listed products. 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 12 months with possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: 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. Applicants must also submit a current curriculum vitae including details of work history (roles, timing, responsibilities, and achievements), professional memberships and qualifications, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mushfique Saleheen (02) 6205 3547 mushfique.saleheen@act.gov.au

Commercial Services and Infrastructure

Property and Venues

Venues Canberra

Sales and Operations Manager

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 34943)

Gazetted: 28 August 2020

Closing Date: 11 September 2020

Details: Venues Canberra is responsible for the hosting of events at the Territory's major venues, being Exhibition Park in Canberra, GIO Stadium and Manuka Oval and the management and operation of these venues. The Sales and Operations Manager position is based at Exhibition Park in Canberra and is responsible for overseeing all booking enquiries and venue hire arrangements for Exhibition Park in Canberra and the various smaller venues managed and operated by Venues Canberra. The successful applicant will have at least three years experience in a sales environment across multiple venues and excellent communication skills to liaise with customers, stakeholders and team members. Strong attention to detail is required to maintain accurate records and the ability to manage priorities and deadlines. The Sales and Operations Manager will provide support for the Director, Commercial Services and also manage and develop a small team. Chief Minister, Treasury and Economic Development supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: C Class driver's licence. Ability to perform after hours, public holidays or weekend work to support bookings may be required.

Note: This is a temporary position available immediately for up to 12 months.

How to Apply: Applications should include: An up to date curriculum vitae, the name and contact details of two referees and a response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

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

Revenue Management

Compliance

Director

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 37658)

Gazetted: 28 August 2020

Closing Date: 11 September 2020

Details: The ACT Revenue Office is seeking an intelligent and innovative person committed to raising the funds necessary to support the provision of high quality services to all Canberrans. The role involves dealing professionally with taxpayers to ensure compliance with the ACT's tax laws, including through taxpayer

engagement and education as well as compliance investigations and enforcement. Successful candidates will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. The ability to think holistically and strategically is essential as is the ability to work both independently and as part of a team. This is a leadership position involving the supervision staff and helping drive the strategic direction of the Revenue Office. 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.

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

Office of the Chief Digital Officer

Executive Assistant

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 41626)

Gazetted: 27 August 2020

Closing Date: 10 September 2020

Details: The Office of the Chief Digital Officer (OCDO) is committed to using digital transformation to make a positive difference to the way government delivers services to the community. The Office is comprised of three branches: Office of the Chief Digital Officer (CDO); ACT Data Analytics Centre; and the ACT Digital Program. The primary focus of this role is to provide high-quality support to the CDO. In addition to this, the role also provides support to the Executive Management Team. This is an exciting opportunity to work in a high-profile area delivering initiatives that will have whole of government lasting impact. The successful applicant will possess very strong organisational skills with the ability to anticipate and plan ahead, ensuring that the CDO is always prepared, no matter what the day may bring. The role is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement. Additionally, the position liaises across the ACT Government and with various key stakeholders at local and national levels, to respond quickly to business needs and meet tight timeframes. If you have proven experience in delivering high-quality and customer-focussed support to senior executives, thrive in managing changing circumstances, are comfortable with multiple priorities and demands and have the energy to operate in a fast-paced environment, this could be the job for you. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available from the beginning of October 2020 for ten months, with the possibility of extension. Under the current COVID-19 restrictions most staff are currently working from home with limited access to on-site working. Please discuss any concerns around these arrangements with the contact officer. In early 2021 we will be moving to an activity-based working (ABW) environment. 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, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bettina Konti (02) 6207 2242 bettina.konti@act.gov.au

Economic Development

Events ACT

Senior Public Relations Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 43248)

Closing Date: 04 September 2020

Details: Do you have a passion for pitching story ideas to media, creating content and love of events and Canberra? We're looking for an experienced Senior Public Relations Officer to work across events and tourism.

Working in the Public Relations and Content team, you will have excellent communication skills, an ability to think outside the box and be able to juggle competing deadlines in a fast-paced environment.

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

Eligibility/Other Requirements: A qualification in public relations, journalism, marketing communications or related disciplines are desired and relevant experience working in Public Relations is highly desirable.

Note: This is a temporary position available immediately until 15 January 2021. Selection may be based on application and referee reports only. A merit pool may be established from this selection process and may be used to fill future identical temporary vacancies over the next 12 months. This position works in an activity-based workplace (ABW) where officers do not have a designated workstation/desk. This position is available to ACT Government officers and employees only.

How to Apply: If this sounds like you, please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Selection Criteria in the Position Description; and your curriculum vitae.

Shortlisted applicants will also be required to undertake an exercise to test your content production skills.

Applications should be sent to the Contact Officer.

Contact Officer: Joanne Barges (02) 6205 0700 joanne.barges@act.gov.au

Access Canberra

Projects, Governance and Support

Finance and Budgets

Senior Finance Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 45427)

Gazetted: 01 September 2020

Closing Date: 15 September 2020

Details: Access Canberra is seeking an Expressions of Interest (EOI) for a Senior Finance Officer positions to assist with financial reporting and budgeting, staff development, providing support in accounting and financial administration, as well as managing the coordination of procurement within Access Canberra.

The successful applicant will have the capacity to work with large quantities of data, have good attention to detail 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: Previous experience working with finance systems, in particular TM1 and Oracle, would be highly desirable.

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

Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role. This position sits within a workplace designed for activity-based working (ABW).

Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Applications should send a 'two-page pitch' outlining the Skills, Knowledge and Behaviours against the Selection Criteria, a current curriculum vitae and the names and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bei Hu (02) 6205 2870 bei.hu@act.gov.au

Access Canberra

Fair Trading and Compliance

Working with Vulnerable People

Assistant Manager, Working with Vulnerable People Risk Assessments and Investigations Team

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 19634)

Gazetted: 02 September 2020

Closing Date: 9 September 2020

Details: Would you like to make a real difference in the community and contribute to the protection of vulnerable people? Access Canberra is looking for a highly motivated and conscientious candidate to fill the role of Assistant Manager within the Working with Vulnerable People Risk Assessments and Investigations Team. As Assistant Manager, you will support the management to provide direction and contribute to the overall objectives of the team. This role requires well developed interpersonal and communication skills, the ability to think critically and exercise professional judgment, and willingness to take responsibility and effectively lead a team. The successful applicant should also be able to work independently and proactively address potential challenges and issues. It will also be necessary to have a great attention to detail with the ability to adapt to competing priorities and stay focused in a fast paced and high pressure environment whilst liaising with a diverse range of internal and external stakeholders. Access Canberra is a dynamic workplace with a changing workforce and the preparedness to adapt through ongoing personal and professional development is a desirable quality of prospective candidates. Chief Minister, Treasury and Economic 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: The successful applicant must hold a general registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*, or be eligible to gain registration upon commencement. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

This role carries a high potential for encountering offensive or traumatic material (please read the disclaimer in the Position Description). By applying for this position, you acknowledge the nature of the material you may be exposed to and indicate that you are willing to utilise employer provided support services to manage your mental health on an ongoing basis.

Note: This is a temporary position available immediately for eight weeks with the possibility of extension up to 11 months. Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. Selection may be based on application and referee reports only.

How to Apply: Interested candidates are requested to review the Position Description as well as the duties and responsibilities for this role. Your application should be written in the form of a pitch, no longer than two pages, explaining how you are the right person for this opportunity; and provide examples to demonstrate how your Skills, Knowledge, Behavioural Capabilities and experience make you suitable for the role. Applicants are also required to provide their curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathy Bandala (02) 6205 4187 kathy.bandala@act.gov.au

Economic Development Division

Skills Canberra

Awards and Events Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 02405)

Gazetted: 01 September 2020

Closing Date: 8 September 2020

Details: Skills Canberra is the branch of the ACT Government responsible for the policy and programs relating to Vocational Education and Training (VET), Adult Community Education (ACE) and skilled migration in the ACT. Our purpose is to enable skills and workforce development to enhance Canberra's economic and social well-being. Our vision is a skilled Canberra for today and tomorrow. As part of the Economic Development Division, our actions facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city.

Our operating environment is dynamic and so we are aware, focussed and flexible. We also like to have some fun along the way. Above all, we are enthusiastic about supporting people and organisations in the Canberra region through relevant and effective policy and programs.

Working with the Engagement and Events Team Leader, you will be assisting with the planning and running of a number of Skills Canberra promotional events including the ACT Training Awards and WorldSkills competitions. We are looking for the right person who will (among other matters):

Educate stakeholders to increase awareness and uptake of VET.

Deliver a high standard of service with VET awards and events.

Support the team with research and analysis that informs government briefs, correspondence and reports.

Design and develop communications and promotional material.

This is a great time to join a branch which engages with and supports a sector that is critical to peoples' life and employment, and to economic sustainability and recovery. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience and/or qualifications in events management and graphic design is highly desirable.

Note: This is a permanent full-time position working standard hours Monday to Friday. Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role. 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. Current and former ADF members are encouraged to apply. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. The Position Description contains further details of the role, and of the type of person we are after to fill it. Prospective applicants are also strongly encouraged to discuss the position with the Contact Officer before applying.

How to Apply: Please provide your curriculum vitae; a maximum three-page response to the Professional/Technical Skills, Knowledge and Behavioural Capabilities included in the Position Description; and the names and contact details of at least two referees who can attest to your work performance, ability and attitude (one of whom is to be a current or very recent supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Chloe Handley (02) 6205 7093 chloe.handley@act.gov.au

Economic Development

Events ACT

Programs Administration Assistant

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 46315)

Gazetted: 02 September 2020

Closing Date: 9 September 2020

Details: Events ACT is looking for a Programs Administration Assistant to support the Senior Programs Administration Officer. Events ACT is responsible for coordinating, managing and delivering a range of events that are important to the city and the community, including Floriade, Enlighten, Australia Day celebrations, Canberra Nara Candle Festival and many other community events. The successful candidate will assist with basic financial reconciliation tasks and ad-hoc administrative duties related to event delivery, event development, WHS and business services. The role will also involve office administration duties on site at Events. To be successful in this position you will need to be a collaborative and communicative team player who is confident to engage with peers at all levels. The ability to work quickly and efficiently and to reshuffle priorities along with a high level of resilience and professionalism will be well regarded. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for up to 12 months with the possibility of permanency. Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please address the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description in no more than two pages. Include your curriculum vitae and contact details of two referees. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Saskia White (02) 6205 3812 saskia.white@act.gov.au

Culture and Communications

Whole of Government Communications and Engagement

Communications

Director - Protocol and Internal Corporate Communications

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 49078)

Gazetted: 02 September 2020

Closing Date: 18 September 2020

Details: The role of ACT Government Communications and Engagement Service is to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government.

What you will do

A new and exciting opportunity exists for an experienced senior communications professional to join a high performing multidisciplinary team within the Whole of Government Communications and Engagement team. The position will be responsible for leading an effective internal corporate communications function and for overseeing the management of the ACT Government Protocol, Honours and Ceremonial function, including the delivery of ACT Government protocol events.

What we require

A key requirement of the role will be to think and operate strategically and proactively prepare material that supports the Head of Service in delivering key messages to the ACT Public Service about stewardship, direction and achievements. To succeed in the role, you will have an extensive understanding of contemporary communications and innovative engagement practice, including applying an audience-first lens, informed by research, insights and evaluation. You will be required to develop productive working relationships with senior internal and external stakeholders to achieve results. Your ability to show initiative and willingness to be agile in a complex, fast-paced and dynamic work environment will enable you to excel in this position. Our preferred candidate for this role must be resilient, flexible and able to demonstrate strong expertise and leadership and exemplify the ACT Public Service values.

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

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. 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 review the attached Position Description for details about the role and associated responsibilities.

Please submit the following:

- A current curriculum vitae including details of work history (roles, timing, responsibilities and achievements) and qualifications.
- The names and contact details of two professional referees.
- A two-page written response to support your application. Please provide evidence of your suitability for the role by including examples of your work that clearly demonstrate your experience, relevant skills, knowledge and behavioural capabilities.

Applications should be submitted via the Apply Now button below.

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

Shared Services

Partnership Services

Customer Support Services

Service Desk Traineeship (Identified Position)

Administrative Services Officer Class 1 \$51,054 - \$56,164, Canberra (PN: 33383, several)

Gazetted: 02 September 2020

Closing Date: 25 September 2020

Details: Are you:

Customer-focused.

An effective communicator.

Organised and self-starting.

Interested in problem-solving within an ICT business environment.

Eager to earn as you undertake a formal qualification and build your skills in the workplace?

Shared Services' Service Desk Traineeship is an exciting opportunity to launch your ACT Public Service career. You'll perform an important role working in a high-performing customer-centric team delivering solutions to various ACT Government stakeholders.

The Roles

As part of the Service Desk team, you will gain exposure to a broad range of Shared Services' business areas and the full range of systems and services we deliver to ACT Government. At the same time, you'll undertake a formal qualification and on the job training with experienced trainers spanning desktop maintenance and the fundamental business applications in use across the ACT Government.

The Service Desk Team

Shared Services supports all ACT Government Directorates by providing a range of ICT, Finance and HR services. The ICT branch manages data centres, an extensive optical-fibre voice and data network and provides strategic ICT project management and business system development and support services. The Service Desk is the first point of contact for ACT Government stakeholder enquiries about services provided by Shared Services' ICT branch. The team prides itself on providing accurate and timely resolutions to ICT issues via telephone, online and through onsite support.

Our Commitment to Inclusion

Chief Minister, Treasury and Economic Development Directorate is committed to being an Employer of Choice for Aboriginal and Torres Strait Islander people. This year we launched our second Reconciliation Action Plan, a 'Stretch' RAP focussed on collaborating and building partnerships with Aboriginal and Torres Strait Islander people to make a positive difference to our community. You can learn more about it here. Our Aboriginal and Torres Strait Islander staff are invited to join the CMTEDD Aboriginal and Torres Strait Islander Staff Network offering peer support and mentoring to help you settle into your new role and reach your career goals. The network advises the Directorate on a range of matters relating to Aboriginal and Torres Strait Islander people and provides members with opportunities to celebrate significant cultural events and participate in back-to-Country activities throughout the year.

Eligibility/Other Requirements:

Basic knowledge of information technology, including the Microsoft Office suite of products will be advantageous. As will experience working in customer-service focused roles.

An ACT Government CMTEDD Baseline clearance is required for this position.

Driver's licence (C class) or the ability to obtain is essential.

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 is required.

Note: These temporary positions are available immediately for a period of 14 months with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. An assessment screening may be undertaken as part of this recruitment process.

How to Apply: Applicants should submit their application in the form of a two-page pitch writing against the Technical and Behavioural Capabilities outlined in the Position Description. Please include a current curriculum vitae along with contact details of two referees and evidence of Aboriginal and Torres Strait Islander heritage with your application. Any questions about the role or the vacancy should be directed to the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacob Mimilidis (02) 6207 7508 Jacob.Mimilidis@act.gov.au

Shared Services

Partnership Services

Customer Support Services

Service Desk Traineeship

Administrative Services Officer Class 1 \$51,054 - \$56,164, Canberra (PN: 32210, several)

Gazetted: 02 September 2020

Closing Date: 25 September 2020

Details: Are you:

Customer-focused.

An effective communicator.

Organised and self-starting.

Interested in problem-solving within an ICT business environment.

Eager to earn as you undertake a formal qualification and build your skills in the workplace?

Shared Services' Service Desk Traineeship is an exciting opportunity to launch your ACT Public Service career. You'll perform an important role working in a high-performing customer-centric team delivering solutions to various ACT Government stakeholders.

The Roles

As part of the Service Desk team, you will gain exposure to a broad range of Shared Services' business areas and the full range of systems and services we deliver to ACT Government. At the same time, you'll undertake a formal qualification and on the job training with experienced trainers spanning desktop maintenance and the fundamental business applications in use across the ACT Government.

Our Commitment to Inclusion

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:

Basic knowledge of information technology, including the Microsoft Office suite of products will be advantageous. As will experience working in customer-service focused roles.

An ACT Government CMTEDD Baseline clearance is required for this position, this will be organised internally for successful applicants.

Driver's licence (C class) or the ability to obtain is essential.

Note: These temporary positions are available immediately for a period of 14 months with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. An assessment screening may be undertaken as part of this recruitment process.

How to Apply: Applicants should submit their application in the form of a two-page pitch writing against the Technical and Behavioural Capabilities, outlined in the Position Description. Please include a current curriculum vitae along with contact details of two referees. Any questions about the role or the vacancy should be directed to the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacob Mimilidis (02) 6207 7508 Jacob.Mimilidis@act.gov.au

Shared Services

Strategic HR and Corporate

Capability and Programs

HR Advisor

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 48939)

Gazetted: 02 September 2020

Closing Date: 27 September 2020

Details: Strategic HR and Corporate Branch, Shared Services is looking for a customer-focused self-starter who's eager to learn and help others learn too, for a newly established HR Advisor role with our Learning and Development team.

If you look good in hats, then this role will be perfect for you because you'll wear several. You'll be front and centre consulting, developing, implementing and evaluating modern, blended learning solutions fit for the 'new normal' of online engagement and collaboration. You'll also manage Shared Services' job entry programs including Shared Services participants on the ACT Government Graduate Program and various traineeships across our business areas.

Have a can-do attitude, an organised mind and task tracker to match? Perfect! Because we need someone who can also provide broader business support, coordinating our training offerings and tracking and reporting on the team's budget and program spend.

Might sound like a lot, but don't worry, you'll be part of a tight-knit team and well-supported working closely with the Assistant Director Learning and Development to deliver this work for the benefit of Shared Services' people. So, if this sounds like a good fit for you, get cracking on that application – we want to hear 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.

Eligibility/Other Requirements:

Highly desirable:

Qualifications in training and assessment, organisational development or related discipline would be an advantage or demonstrated relevant experience in a similar role.

Experience using SCORM-compliant eLearning development software.

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

Applicant enquiries about the role can be directed to the Contact Officer.

How to Apply: Applications should include a supporting statement of no more than two pages outlining experience and ability against the duties and Professional/Technical and Behavioural Capabilities in the Position Description.

Please also attach a current curriculum vitae and provide names/contact details for two referees (one of which, should be your current supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacob Mimilidis (02) 6207 7508 Jacob.Mimilidis@act.gov.au

Policy and Cabinet

Economic and Regional Policy Branch and Social Policy Branch

Productivity and Regulation Reform and Social Policy

Director

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 36548, several)

Gazetted: 02 September 2020

Closing Date: 16 September 2020

Details: Chief Minister, Treasury and Economic Development (CMTEDD) Policy and Cabinet Division is seeking experienced and motivated professionals to fill multiple leadership roles across the Division. One vacancy is in the Economic and Regional Policy Branch's Regulation and Productivity team and the other is in the Social Policy Branch.

The Regulation and Productivity team supports the Chief Minister and Minister for Regulatory Services in shaping and leading key government reform initiatives. The team works in collaboration with Directorates to provide policy advice and support in achieving the Government's strategic priorities for regulatory matters. The focus of the team is to simplify and improve government's interactions with the public, community organisations and business.

The Social Policy Branch is responsible for progressing initiatives that support a safe and inclusive city for all Canberrans. Examples of these initiatives currently include the Office for LGBTIQ Affairs, Social Inclusion Grants and the Chief Minister's Charitable Fund. The team provides high quality advice to the Chief Minister, Cabinet and Head of Service on a wide range of social policy issues. It also has responsibility for the Reportable Conduct Scheme and providing advice to Government on the implementation of Child Safe Standards.

As a Director in one of these teams, the successful applicant will lead and manage a team, or work individually, to: provide high-quality policy advice and analysis on complex strategic policy, social policy and/or regulatory reform issues;

prepare and coordinate complex briefings and correspondence on Cabinet, Assembly and ministerial business;

develop legislation on a range of reform initiatives (in consultation with the Parliamentary Counsel's Office);

support the Senior Director in the management of the team to deliver multiple, time-critical competing priorities,

and directly supervise the implementation of policies or project work;

represent the Division on cross directorate working groups; and

undertake other duties as required.

In their application, candidates should demonstrate their:

demonstrated capacity to formulate policy, legislation and associated strategies to achieve reform objectives;

experience in developing or implementing regulatory frameworks or strategic social policy direction and advice;

team and project management skills;

demonstrated ability to deliver and operate in a complex and dynamic environment with minimal supervision, to work under pressure and within tight timeframes.

written and oral communication skills together with negotiation, liaison and representational skills; and

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

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

Eligibility/Other Requirements:

Tertiary qualifications is highly desirable.

Economic, legal or child safety policy experience preferred.

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. The Policy and Cabinet Division is currently largely working from home in response to COVID-19. The successful applicant will be expected to be comfortable with this working arrangement.

How to Apply: Applicants must submit a one-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. A current curriculum vitae including details of work history (roles, timing, responsibilities and achievements), qualifications and two referees including their contact details is also required.

Applications should be submitted via the Apply Now button below.

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

Access Canberra

Construction Utilities and Environment Protection

Compliance Monitoring Inspections

Compliance and Monitoring Inspector

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 18987)

Gazetted: 31 August 2020

Closing Date: 14 September 2020

Details: The Compliance Monitoring Team is looking for a highly motivated Inspector who can manage a high workload and enjoys working through complex cases and finding appropriate and balanced solutions.

You'll be working in a great team, supporting the work of Access Canberra to improve building quality within the construction industry and making a difference in our community. It requires the ability to multitask, work with tight deadlines, understand and interpret government legislation and technical building codes and engage with staff across the organisation. 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 affect all stakeholders involved in your decision making process is essential. 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 qualification in building and construction or knowledge in the building and planning area would be highly desirable. Demonstrated experience to conduct inspections and audits to monitor and achieve compliance with a regulatory regime. Current driver's licence

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: 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 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: Lyndell Hudson 0434 945 164 Lyndell.Hudson@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.

Community Services

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

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

Children, Youth and Families

Children and Families

Team Leader, West Belconnen Child and Family Centre

Health Professional Level 4 \$108,926 - \$117,249, Canberra (PN: 19565)

Gazetted: 02 September 2020

Closing Date: 18 September 2020

Details: The Team Leader will report to the Centre manager and work closely with Team Leaders from the other Centres and the broader management team to provide clinical supervision, mentoring and support of workers within the Child and Family Centres, as well as contributing to the professional learning strategies that enhance staff competencies in working with children and families.

The position will participate in the development and maintenance of government and community partnerships, program planning, review and evaluation and will be an active member of the management team within the unit. This position is located at West Belconnen Child and Family Centre.

Eligibility/Other requirements:

Essential qualifications and experience:

Health Professional Level 4: Social work degree or related discipline with eligibility for membership of the Australian Association of Social Workers, plus a minimum of three years practice experience in a relevant field.

Current driver's licence.

Additional Information

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.

Educational, suitability and professional qualification checks may be carried out prior to employment.

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 response to the Selection Criteria outlined in the attached Position Description and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brian Mupangure (02) 6207 6817 Brian.Mupangure@act.gov.au

Cultural Facilities Corporation

Corporate

Finance

Financial Controller

Senior Professional Officer Grade C \$108,926 - \$117,249, Canberra (PN: 1111)

Gazetted: 28 August 2020

Closing Date: 18 September 2020

Details: The Person - New financial year - New challenges. We are seeking a Financial Controller to take ownership of the finance team, including accounts payable, accounts receivable, payroll, and all the accounting functions of a vibrant ACT Government agency. Reporting to the Chief Finance Officer (CFO), it is expected that you will bring to this role high level financial management, proven people management, and strategic leadership skills. It is a broad role that will aid the CFO with the provision of corporate services including procurement, IT, and asset management.

This exciting opportunity would suit someone with excellent people management skills looking to take the next step with their financial management skills. If you believe you have the leadership and management skills to coordinate and prioritise the work of a small finance team, and the ability to work under pressure dealing with

competing demands to meet deadlines, then this is an excellent opportunity for an accounting professional to take the next step towards senior management

Eligibility/Other Requirements:

Possession of tertiary qualifications in accounting or commercial business management with a substantial accounting/financial management component is essential.

CPA or CA status, or working towards qualification, is highly desirable

How to Apply: Applicants must submit a curriculum vitae and a written statement addressing the Selection Criteria

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Tidy (02) 6205 2195 ian.tidy@act.gov.au

Education

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

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

School Performance and Improvement

South and Weston Network

Duffy Primary School

Executive Administration/Enrolments Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 46287)

Gazetted: 02 September 2020

Closing Date: 16 September 2020

Details: Duffy Primary School is seeking a highly motivated person to fill the position of Executive Administration/Enrolments Officer. The successful applicant will work closely with the Principal, Business Manager and the School Executive undertaking various administrative duties. The successful applicant will possess excellent organisational, communication and customer service skills and must have the ability to work within a dynamic work environment with competing demands. The successful applicant will effectively and accurately enter data and provide administrative support to staff. High level interpersonal skills will enable productive and supportive liaison with students, families and staff. The successful applicant will be an integral and flexible member of a collaborative administrative team.

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

Note: 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 submit a two page curriculum vitae and a two page written response addressing Selection Criteria in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Corcoran (02) 6142 2510 David.Corcoran@ed.act.edu.au

School Performance and Improvement

North and Gungahlin Network

Harrison School

Staffing Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 37512)

Gazetted: 01 September 2020

Closing Date: 6 September 2020

Details: Harrison School is a vibrant Preschool to Year 10 school. The successful applicant will be responsible for booking and engagement for day to day relief staff to cover classes and programs using the schools and Directorate online systems. Administer the leave and employee absences. Records management and related matters of relief staffing including staff contracts and induction processes. You will have proven ability to manage

outcomes within tight time frames, demonstrate high level of communication, organisation and ability to problem solve.

The successful applicant will work closely with the Corporate Manager and the Senior Administration Manager within the administration area. 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

Note: This is a temporary position until 10 September 2021 with the possibility of permanency.

How to Apply: Interested applicants are asked to provide a current curriculum vitae, and a written response to the selection criteria. Please provide two written referee reports. This position is being re-advertised and previous applicant, will need to reapply.

Contact Officer: Debbie Carne (02) 6142 2200 debbie.carne@ed.act.edu.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Google G Suite Administrator

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 44264)

Gazetted: 27 August 2020

Closing Date: 10 September 2020

Details: We are looking for an experienced Google Cloud Platform, Google G Suite, BigQuery and Chromebook Administrator to play an integral role in the Education Directorate's management of our Google Cloud Platform. The Google G Suite and Chrome Administrator will support and manage the core cloud components and document critical design and configuration details to support our Google cloud initiative. The Google G Suite Administrator will work closely with Google's Education team and the Education Directorate to deliver a secure and efficient Google product environment. They will focus on transforming our capability in Google and be responsible for utilising technical skills to manage and coordinate enhancements and deployment efforts and to provide insight and recommendations for implementing solutions.

Eligibility/Other Requirements: Desirable: Professional certification or tertiary qualification in Google or other cloud management and/or Cloud Security preferred. Bachelor's degree in Information Technology highly regarded

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

How to Apply: In two pages or less tell us: why you want the role; what you would bring to the role and what you would get out of it; and describe an achievement that you are most proud of. A current curriculum vitae that clearly sets out your technical skills and experience requested in the Selection Criteria. Two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bill Williamson (02) 6205 2022 bill.williamson@act.gov.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Azure Cloud Engineer

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 44263)

Gazetted: 27 August 2020

Closing Date: 10 September 2020

Details: We are looking for an experienced Cloud Engineer to play an integral role in the Education Directorate's management of our Azure cloud platform. The Cloud Engineer will support and manage the core cloud components and document critical design and configuration details to support our Azure cloud initiatives. The Cloud Engineer will focus on building and transforming our capability in Cloud Development, Cloud Integration and APIs, Cloud Migration, Cloud Infrastructure and Engineering, and Cloud Managed Services. They will be responsible for utilising technical skills to manage and coordinate enhancements and deployment efforts and to provide insight and recommendations for implementing solutions.

Eligibility/Other Requirements: Desirable: Experience in any of the following technologies: Google Cloud Platform, AWS, VMWare Business analysis skills, specifically understanding business and technical requirements of cloud solutions. Knowledge of IT Service Management practices such as ITIL. Experience in an Education setting will be highly regarded. Experience with Agile methodology will be highly regarded.

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

How to Apply: In two pages or less tell us: why you want the role; what you would bring to the role and what you would get out of it; and describe an achievement that you are most proud of. A current curriculum vitae that clearly sets out your technical skills and experience requested in the Selection Criteria. Two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bill Williamson (02) 62052022 bill.williamson@act.gov.au

Environment, Planning and Sustainable Development

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

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

Environment

ACT Parks and Conservation

Parks and Partnerships

Assistant Director - Area Manager

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 04402, several)

Gazetted: 02 September 2020

Closing Date: 16 September 2020

Details: As an Area Manager we are seeking a highly motivated self-driven senior officers to provide direction and coordination in implementing a range of natural and cultural resource management policies and programs, asset protection and landscape refurbishment activities within the Parks and Partnerships section of the Parks and Conservation Service.

The successful individual will lead a team of operational staff and work with a range of partners.

Eligibility/Other Requirements: Relevant qualifications and experience in environmental and/or natural resource management is highly desirable. Applicants are to be prepared to wear a uniform. This position is classified as a Designated Fire Position under the Collective Agreement. Bushfire related activities, including bushfire suppression, is a mandatory component of the position. Appointment/promotion/transfer to the position is conditional upon successful completion of a nationally recognised firefighting task-based fitness assessment.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Cotsell 0448 228 489 Peter.Cotsell@act.gov.au

Environment

ACT Parks and Conservation

Urban Reserves/Mulligans Flat Nature Reserve

Park Ranger

Park Ranger 2 \$72,272 - \$78,254, Canberra (PN: 15256)

Gazetted: 01 September 2020

Closing Date: 15 September 2020

Details: ACT Parks and Conservation Service (PCS) is looking for a motivated individual to plan and deliver a range of projects undertaken at Mulligans Flat Woodland Sanctuary. This role has a specific focus on delivering ambitious

projects, working collaboratively with partner stakeholders, including maintaining a predator proof fence and agricultural telemetry system, and implementing an intensive pest animal eradication program. The position also requires skills in planning and implementing large natural resource management projects including supervising staff, contractors and volunteers.

Eligibility/Other Requirements: This position is classified as a Designated Fire Position under the EPSDD Collective Agreement. Bushfire related activities, including bushfire suppression, is a mandatory component of the position.

Appointment/promotion/transfer to the position is conditional upon successful completion of a nationally recognised fire fighting task-based fitness assessment.

Applicants must:

be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training and search and rescue operations;

be prepared to work a shift roster, weekends, public holidays or evening shifts at any site within a region on an "as needs" basis;

be prepared to wear a uniform;

possess a manual drivers' licence; and

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.

Other Desirable Skills and Experiences:

A relevant tertiary qualification or substantial relevant work experience.

A current Advanced First Aid Certificate or capacity to obtain one.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Stratford 0419746981 simon.stratford@act.gov.au

Office of the Commissioner for Sustainability and the Environment

Project Officer

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 14003)

Gazetted: 31 August 2020

Closing Date: 7 September 2020

Details: Do you have an interest in sustainability and the environment? Use your environmental knowledge and problem-solving skills in this important role. Dr Sophie Lewis was recently appointed as the ACT Commissioner for Sustainability and the Environment is looking for an enthusiastic, highly motivated person to join the team. We work with a wide variety of stakeholders on key issues of sustainability and environment for the ACT. You will have the opportunity to conduct research on investigations, discussion papers and reviews, engage stakeholders and lead on environmental and sustainability issues in the ACT. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for 11 months with the possibility of permanency. This position will be moving to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Submission of a short curriculum vitae and an Expression of Interest (maximum two pages) outlining how you meet the role requirements.

Applications should be submitted via the Apply Now button below.

Contact Officer: Seann Grimes (02) 6205 1084 sean.grimes@act.gov.au

Environment

ACT Parks and Conservation

Volunteer and Visitor Experience

Director - Volunteer and Visitor Experience

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 09888)

Gazetted: 28 August 2020

Closing Date: 15 September 2020

Details: The ACT Parks and Conservation Service (PCS) is seeking a Director Volunteer and Visitor Experience with the skills and aptitude to oversee the delivery of best practice community engagement and visitor experience programs in ACT parks and reserves.

The Director will be a big picture thinker and an agency leader in developing community and industry partnerships in the delivery of conservation, recreation and visitor programs. This includes leading and inspiring a team of program staff to work collaboratively with PCS operational staff, other ACT government staff and key external stakeholders to coordinate high quality community and visitor programs across the reserve estate.

The position will lead the development of strategies that provide coordination and direction for recreation, community engagement and interpretation activities across the PCS estate. The successful applicant will need to demonstrate leadership qualities with an ability to initiate and manage change as PCS looks to improve our visitor opportunities.

Eligibility/Other Requirements:

Be prepared to wear a uniform.

Possess a manual drivers' licence.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Stuart Jeffress 0428 100 183 Stuart.Jeffress@act.gov.au

Chief Operating Officer

Governance, Compliance and Legal

Information and Knowledge Management

Information and Records Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 49099, several)

Gazetted: 27 August 2020

Closing Date: 10 September 2020

Details: The Information and Knowledge Management team at the Environment, Planning and Sustainable Development Directorate is responsible for building and maintaining an accessible and sustainable information management environment in a multi-disciplinary and fast-paced ACT Government directorate. The Information and Knowledge Management team is responsible for information access, records administration, information and records related training and setting and implementing policies and procedures for all aspects of government information management relevant to the Directorate. We are currently seeking team members who enjoy challenging work, have a can-do attitude and a keen eye for detail. On any given day you may be asked to assist with information access inquiries, prepare reports on records and information management and use, or work on a project that assists in re-shaping the information footprint of the Directorate.

The Environment, Planning and Sustainable Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: We are advertising two positions one permanent, and one temporary position available for eight months with possibility of extension and/or permanency.

This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. A merit pool may be created from applicants who are found suitable, but not successful for the advertised positions. If you do not wish to be placed in the merit pool, please indicate this with the contact officer.

How to Apply: Please provide a written response addressing the Selection Criteria and a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Independent Competition and Regulatory Commission

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

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

Legal

Director/Assistant Director Legal

Senior Officer Grade C/Senior Officer Grade B \$108,926 - \$144,418, Canberra (PN: 42852)

Gazetted: 27 August 2020

Closing Date: 18 September 2020

Details: The ACT's economic regulator—the Independent Competition and Regulatory Commission (ICRC)—is seeking an energetic and collaborative person with a passion for protecting consumers for its legal and compliance team.

The team's work is diverse, with responsibility for developing industry codes, licensing energy and water utilities, monitoring utilities' performance and compliance with licence conditions, and ensuring the regulatory framework remains up-to-date and effective in protecting consumers.

You will have strong analytical and communication skills, project management experience, and a practical understanding of how government works. You will be experienced in engaging with a diversity of stakeholders across government, the private sector and the community, and in drafting reports, legal instruments, briefing papers, and correspondence.

The work will be challenging and rewarding. There is one vacancy which will be filled at either Director or Assistant Director level, depending on skills and experience.

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 undergraduate degree is a strong advantage. A degree in law, commerce, management or related field will be an advantage.

Note: This position will be filled at either the Senior Officer Grade C or Senior Officer Grade B level, dependant on the skills and experience of the successful applicant.

How to Apply: Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae. Applicants are asked to please indicate which classification they are applying for. Applicants are welcome to apply for both but will need to make note that they are applying for the SOGB and SOGC.

Applications should be submitted via the Apply Now button below.

Contact Officer: Annette Weier (02) 6207 3150 Annette.Weier@act.gov.au

Justice and Community Safety

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

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

Assistant Commissioner, Community Operations

Temporary Vacancy (ASAP - 4 weeks with the possibility of extension)

Justice and Community Safety Directorate

ACT Corrective Services

Position: E704

(Remuneration equivalent to Executive Level 1.4)

Date circulated: 31 August 2020

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

The Justice and Community Safety Directorate is seeking expressions of interest for an experienced senior executive to fill the role of Assistant Commissioner, Community Operations, ACT Corrective Services (ACTCS) for the period ASAP for 4 weeks with the possibility of extension.

ACTCS as a partner in the criminal justice system, contributes to safety through excellence in the delivery of adult correctional and community services.

The Assistant Commissioner, Community Operations will manage all aspects of community-based corrections and support the ACTCS Commissioner in delivering all aspects of Community Based Corrections. The Assistant Commissioner represents the ACTCS in key whole of government programs, initiatives and activities including contributing to the progression of extended Throughcare in the ACT.

The position must maintain and promote an effective employee relations framework within Community Based Corrections ensuring that consultation and open communication is maintained with employees and representatives and that staffing matters are managed with sensitivity and in accordance with relevant enterprise and other industrial agreements.

To apply: Interested candidates are requested to submit an EOI of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees to Jon Peach via email to jon.peach@act.gov.au by COB Wednesday 2 September 2020.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

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

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

ACT Emergency Services Agency

ACT Ambulance Service (ACTAS)

General Manager - ACTAS Operations

Senior Officer Grade A \$148,991, Canberra (PN: 18177)

Gazetted: 02 September 2020

Closing Date: 16 September 2020

Details: ACT Ambulance Service (ACTAS) requires a highly skilled individual to provide leadership and direction to a team of professionals, in the day-to-day management and appropriate deployment of ambulance paramedics and patient transport officers.

As the General Manager – Operations, you will be skilled at translating organisational strategic intent into operational outcomes, to ensure optimal service delivery to our ACT community and broader region.

Ideally you will have a leadership and management background, and a proven track record of collaboration with senior management. You will communicate with influence and take a patient-centric best practice approach to delivery of services.

You will lead our frontline workforce ensuring the professional and technical capability of and partnering with all areas of the Service, and broader ESA. Where required you will provide subject matter expertise to advise, guide, and lead frontline services to the community.

If you have a commitment to providing professional service to your community and this important role sounds like you, we would welcome your application.

Eligibility/Other Requirements:

Tertiary qualifications in emergency management, and/or a health-related field, and/or postgraduate qualifications in Human Resources and/or Management would be an advantage.

Current AHPRA Paramedic Registration is required.

ACTAS Authority to Practice at approved clinical level is highly desirable.

Command and Control Qualifications (AIIMS or similar), is an advantage, but not essential.

Security clearance at Negative Vetting 1, or the ability to obtain one, is required.

A current driver's licence as a minimum, is essential.

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

How to Apply: To be considered for this role, you should provide:

A cover letter of no more than two pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities as outlined in the attached Position Description.

your curriculum vitae that clearly details your skills and experience as relevant to this role; and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Howard Wren (02) 6207 0490 Howard.Wren@act.gov.au

**Human Rights Commission
Victims of Crime Commission
Victim Support ACT**

Provider Administrator

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 48594)

Gazetted: 01 September 2020

Closing Date: 22 September 2020

Details: The Provider Administrator role supports the Victims of Crime Commissioner's functions under the *Victims of Crime Act 1994* and Victims of Crime Regulation 2000 (the Regulation). You will be working as part of a multidisciplinary team to coordinate the provision of services to people affected by violence. The role includes management of administrative tasks associated with arranging for qualified service providers to provide therapeutic support to eligible 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.

Eligibility/Other Requirements: The following are highly desirable: Experience working in a high-paced office environment. Experience providing services to vulnerable community members. Excellent administrative skills. Excellent organisational skills. Excellent verbal and written communication skills. A positive 'can do' approach to managing a high volume of work. Ability to produce accurate administrative work under pressure. Ability to work independently and contribute to a larger team. Capacity to identify, and work constructively to resolve, workflow issues. Demonstrated understanding of, and commitment to workplace diversity, workplace health and safety, and the values of the ACT Public service. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Note: This is a temporary position available for a period of approximately nine months until the 30 June 2021 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. Selection may be based on application and referee reports only.

How to Apply: See the attached position description for further information regarding the duties and responsibilities. Interested applicants should send a two-page pitch with your curriculum vitae and the contact details of at least two referees. The two page 'pitch' should indicate your capacity to perform the duties and responsibilities outlined in the Position Description and outline how your abilities, experience and qualifications make you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Carol Benda (02) 6207 8908 carol.benda@act.gov.au

ACT Corrective Services

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

Throughcare Transition Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 43422)

Gazetted: 01 September 2020

Closing Date: 17 September 2020

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and conscientious individual to join the Programs and Reintegration Unit as a Throughcare Transition Officer. The primary function of the Throughcare Initiative is to reduce the likelihood of reoffending through coordinating existing supports and services to assist ex-detainees integrating into the community as positive contributors.

The successful applicant will be responsible for supporting detainees, both pre-release and post-release, from the Alexander Maconochie Centre who are returning to the ACT Community for up to 12 months post release.

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

Basic needs

Accommodation

Health care/mental health

Income support and employment

Restoring connections with family, community and culture

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

Eligibility/Other Requirements:

This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. Aboriginal or Torres Strait Islander ancestry is considered essential (s42, *Discrimination Act 1991*).

Understanding of and sensitivity to Aboriginal and Torres Strait Islander cultural issues and issues relevant to other minority groups is essential.

Familiarity with computer-based applications is highly desirable.

Eligible persons may be required to undergo a National Police Check.

A current driver's licence is essential.

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

Note: This is a temporary vacancy available immediately up until 30 June 2021.

How to Apply: Applicants are required to submit three 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 with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elisabetta Marin (02) 6205 2623 elisabetta.marin@act.gov.au

ACT Emergency Services Agency

ACT Fire and Rescue

Recruit FireFighter (FB1)

FB1 (FF 4th Class in Training) \$69,301, Canberra (PN: FFB2020, several)

Gazetted: 31 August 2020

Closing Date: 14 September 2020

Details: ACT Fire and Rescue are seeking intelligent, fit and community focussed women and men from all walks of life to join our professional firefighting team.

For more information on the challenges, opportunities and rewarding lifestyle enjoyed by modern firefighters, [please visit our careers page here](#).

Eligibility/Other Requirements:

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience.

Note: Applications close at 9:00 am EST on Monday 14 September 2020.

How to Apply: Access to the online application form is [available here](#) or by contacting HorizonOne Recruitment at actfr@horizonone.com.au or on (02) 5104 4577.

Contact Officer: HorizonOne Recruitment (02) 5104 4577 actfr@horizonone.com.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.

Emergency Services Agency

Chief Officer, ACT State Emergency Service

Executive Level 1.3 \$236,451 - \$245,570 depending on current superannuation arrangements, Canberra (PN: E576)

Gazetted: 01 September 2020

Closing Date: 15 September 2020

Details: Interested in making your mark by leading and driving change as part of a collaborative, responsive executive team?

The ACT State Emergency Service (ACTSES) provides immediate assistance to the community during emergencies and disasters in the ACT. It works closely with the community and the ACT Government to deliver a number of initiatives aimed at better preparing the community and local agencies for emergency events.

Reporting to the Commissioner of the ACT Emergency Services Agency, the role is responsible for strategically leading the ACTSES to deliver a responsive, contemporary and efficient service. This will require you to set the strategic direction, lead an extensive volunteer workforce, deliver community awareness initiatives and actively contribute as part of a cohesive leadership team across four operational services in the implementation of the strategic reforms across the agency.

With significant management experience within emergency services or within a similar service environment, you have successfully built positive, robust relationships with key stakeholders including volunteers, the community and government. Politically astute, you enjoy creating positive environments that encourage dedication to delivering high standards of service and new ways of thinking. It will play to your strengths in communication, resilience, diplomacy and change management and will provide you with the forum to contribute to the Emergency Services Agency's next level of success. Sound like you?

The ACT Government is committed to creating great workplaces with positive cultures that demonstrate respect, equity and diversity for all employees.

Remuneration: The position attracts a remuneration package ranging from \$236,451 to \$245,570 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$182,388.

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

How to Apply: Interested candidates are requested to submit an application of no more than two pages detailing their experience, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Georgeina Whelan (02) 6207 8409 georgeina.whelan@act.gov.au

ACT Corrective Services

Operational Support

Policy and Risk Management

Customer Experience Specialist

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 47896)

Gazetted: 31 August 2020

Closing Date: 15 September 2020

Details: ACT Corrective Services (ACTCS) is looking for an experienced, highly motivated and career-oriented person to fill the position of Customer Experience Specialist, within the Policy and Risk Management Unit.

The successful applicant will undertake a range of client engagement and communication activities to enhance the community client experience of interactions with ACTCS, providing evidence-based advice to the ACTCS Executive to enhance and integrate a customer centric approach to corrective services delivery.

The role will primarily focus on the experience of external stakeholders and the general public but will also involve engagement with offenders in both the custodial and community environments and ACTCS operational staff.

In addition, you will ensure all public facing areas within ACTCS are inviting and well resourced, enhance and maintain client feedback mechanisms, in consultation with operational areas and support staff through training, to build awareness and understanding of the customer experience and opportunities for improvement.

To be successful, you will possess exceptional interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

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.

Qualifications in communications, social work, law, human services, criminal justice or criminology would be highly desirable.

The successful candidate may be required to undergo a criminal record check.

A driver's licence is required.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine King (02) 6205 5166 Catherine.King@act.gov.au

ACT Courts and Tribunal

Magistrates Court

Civil Section, Commencement cell

Registry Support Officer - Civil Section

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 42316)

Gazetted: 31 August 2020

Closing Date: 14 September 2020

Details: The ACT Courts are seeking a highly motivated client-focused Registry Support Officer with good communication skills, an ability to work well within a changing environment and the capacity to work with people from diverse backgrounds.

As a Registry Support Officer, you will assist Team Leaders in:

Performing administrative functions and working collaboratively across the Law Courts

Providing procedural advice to clients and relevant agencies and proactively seeking assistance when required

Undertaking computer-based tasks with a high level of accuracy and work output

Working within defined policy, legislation and guidelines

receiving, invoicing and acquitting monies

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

Note: An order of merit may be established from this process and used to fill permanent or temporary identical positions. Selection may be based on written application and referee reports only. Interviews may not be held.

How to Apply: Applicants are required to submit three items: (1) statement of claim against each of the capabilities from the Position Description (limited to two pages); (2) a current curriculum vitae; (3) the names and contact details of two referees (one should be a current supervisor/manager). Please ensure you submit all three items.

When addressing the Position Description, you should highlight any specific examples of experience or achievements that demonstrate your ability to perform the role. Try not to duplicate information that can already be found in your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lynette Ashlin (02) 6207 1320 lynette.ashlin@courts.act.gov.au

Community Safety

Security and Emergency Management Branch

Senior Director - Protective Security

Senior Officer Grade A \$148,991, Canberra (PN: 35392)

Gazetted: 28 August 2020

Closing Date: 11 September 2020

Details: The Security and Emergency Management Branch (SEMB) is seeking an experienced and dynamic senior manager with a proven ability to develop and implement security policy to lead the protective security functions and team members within the branch.

The position is primarily responsible for leading and managing the specific functions and team members of SEMB that deliver protective security policy and programs. These include Closed Circuit Television (CCTV), the ACT's Protective Security Policy Framework (PSPF), security clearances, critical infrastructure and chairing the Security Advisors Working Group to develop whole of government security policy.

The position is required to work closely with the other Senior Director and the Executive Branch Manager within SEMB to ensure the good governance of the branch and that the strategic objectives of the branch are delivered within a high tempo and challenging security threat environment.

The successful candidate will require highly developed management skills preferably within a policy development environment. The possession of high level written, collaboration and liaison skills are essential. The successful candidate will also be responsible for liaison with the Australian and other state and territory governments on a wide range of security policy matters.

Eligibility/Other Requirements:

An understanding of the security and emergency management policy and governance arrangements of the ACT Government would be a distinct advantage.

This position is a designated security assessed position. The successful application must possess or acquire and maintain a Negative Vetting 1 security clearance.

The ability as required to be recalled to duty including working out of hours or on weekends to support SEMB's whole of government crisis management functions.

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: Applicants should submit a maximum of a two-page pitch that outlines their skills, knowledge and experience against the Selection Criteria. A curriculum vitae and the names of two referees should also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bren Burkevics (02) 6207 8628 bren.burkevics@act.gov.au

ACT Emergency Services Agency

ACT Rural Fire Service

Aviation Officer

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 48763)

Gazetted: 28 August 2020

Closing Date: 11 September 2020

Details: Are you a highly motivated professional who is dedicated, enthusiastic and a great communicator? Would you like an opportunity to contribute to keeping our ACT community safe?

The ACT Rural Fire Service (ACTRFS) is strengthening its aviation firefighting capability through the establishment of a dedicated Aviation Officer (AO).

The ACTRFS AO manages the aviation capability of the service as outlined in the *Emergencies Act 2004* and contributes to the delivery of actions identified in the *Strategic Bushfire Management Plan*.

Our ideal candidate will take our 'One Agency' approach and manage and coordinate the RFS Aviation capability, working collaboratively across the ESA and with contractors, interstate Emergency Services and other key stakeholders. This includes operational support, contract management, aircraft facilities management, personnel rostering, training and re-certifications, and capability enhancement.

The AO will work in an office environment and coordinates aviation resources utilised by the ACTRFS for fire operations, and throughout extended periods during the declared bushfire season. Responsible for maintaining an aviation operational capability for incident response, the AO manages a range of contracts with various operators and oversees RFS aviation facilities.

Pivotal to the role is the development and maintenance of rosters for qualified aviation personnel, both volunteer and paid. An additional requirement is the coordination of training programs and annual certifications for new and existing service members, to ensure aviation personnel are competent and qualified.

The AO will demonstrate excellent communication and negotiation skills to build sustainable, positive, and productive working relationships. A highly organised self-starter the AO will respond efficiently to business needs, meet tight timeframes, demonstrate initiative and sound judgement.

This is an opportunity to join a supportive, dynamic and dedicated team of women and men. This role will provide you with an excellent opportunity to broaden your skills, capabilities, and insight into how the ACTRFS and broader ESA provides collaborative services to protect the ACT community.

Eligibility/Other Requirements:

Qualifications in a field related to aviation or emergency management are highly desirable.

Minimum C Class driver's licence is essential.

Forklift licence is desirable.

Background and Security clearance checks will be conducted including National Police Records Check.

A pre-employment medical is required for this role, and the ACTRFS also requires the successful applicant to undertake an annual fitness test for fire ground access.

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

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. It is recommended that you contact the Contact Officer to discuss the role and its responsibilities, prior to submitting your application.

How to Apply:

Applicants should submit a response of no more than two pages addressing the position capabilities under "What you Require", together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rohan Scott (02) 6205 0544 rohan.scottrfs@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning

Community Operations

Community Corrections Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 46200)

Gazetted: 27 August 2020

Closing Date: 14 September 2020

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for a highly motivated, values-driven professional to join Community Corrections and Release Planning as a Community Corrections Officer (CCO). A career as a CCO is unlike any other in the public service and is challenging and genuinely rewarding. In collaboration with offenders, you will be required to assess, develop, implement and monitor case management plans that aim to reduce the potential for reoffending. You will also be required to carry out home visit assessments and supervise and monitor offenders living in the community, as well as advise and direct offenders to appropriate community-based offender management programs. As a CCO you will be required to provide written and verbal reports to the Courts and releasing authorities in relation to offender management, risk assessment and intervention.

To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills. A capacity to meet critical deadlines is essential. Whilst experience in working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds.

Eligibility/Other Requirements:

This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Experience working with offenders and relevant tertiary qualifications are highly desirable.

A Certificate IV in Correctional Practice or the ability to achieve this qualification within 12 months of commencing employment is desirable.

Must complete designated ACT Corrective Services Community Operations suite of training programs within 12 months of commencing employment.

Applicants may be required to undertake psychological aptitude testing as part of the assessment process.

National Police checks will be conducted.

Driver's licence is essential.

This position requires 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: To apply, applicants are required to submit three 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 with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Kenna (02) 6207 1560 peter.kenna@act.gov.au

Parliamentary Counsel

Deputy Parliamentary Counsel

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E127)

Gazetted: 31 August 2020

Closing Date: 14 September 2020

Details: The Justice and Community Safety Directorate is seeking applications from suitably qualified people for the executive position of Deputy Parliamentary Counsel.

The Parliamentary Counsel's Office (PCO) provides legislative drafting and publishing services for the ACT. The PCO also maintains the ACT Legislation Register (www.legislation.gov.au) where ACT legislation and legislative material are notified and published.

The primary responsibilities of the Deputy Parliamentary Counsel are to:

lead and manage a group of legislative counsel;

develop, plan and coordinate legislative drafting services for client directorates and individual legislative Assembly members; and

assist the Parliamentary Counsel to develop, plan and coordinate legislative publishing services (particularly through the ACT legislation register) to ensure good access to ACT legislation and legislative material.

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 are requested to submit an application of no more than 2 pages providing details of their relevant experience and skills, with consideration of the executive capabilities, relating to the responsibilities outlined above, a copy of current curriculum vitae and the name and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mary Toohey (02) 6205 3490 mary.toohey@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

SPIRE

Delivery Manager

Infrastructure Manager/Specialist 1 \$165,977, Canberra (PN: 48943)

Gazetted: 27 August 2020

Closing Date: 10 September 2020

Details: The Canberra Hospital Expansion Project Team is responsible for the planning and delivery of a new acute services building on Canberra Hospital campus (the Project). The Project will deliver state-of-the-art facilities including a 114-bed emergency department; 60-bed intensive care unit; 22 theatres (including hybrid theatres and interventional radiology suites); a 24-bed coronary care unit; four cardiac catheterisation and electrophysiology laboratories; and a 64-bed inpatient unit. At over \$500 million, the Project represents the most significant investment in Canberra Hospital for decades and will create a future-proofed acute services building around which future developments on the campus will be planned. It represents a generational opportunity for Canberra Hospital to position itself as a leading player in the delivery of acute tertiary healthcare services in Australia and beyond. It will deliver world-class facilities that respond to contemporary and forward-thinking models of care and will attract the best and brightest clinical staff from Australia and around the world to Canberra Hospital. The Project Team will work alongside Canberra Health Services and the clinicians at Canberra Hospital to plan, procure and deliver this ambitious project. It will operate within Major Projects Canberra, but function as a dedicated team with the single objective of successfully delivering the Project through the following stages: Planning and procurement; Decanting and enabling works; Construction and commissioning. The Delivery Manager (Construction) is a significant role within the SPIRE Project Team primarily responsible for the delivery of complex and high-risk procurement and project management activities on a range of projects through to financial completion to meet time, budget, and quality requirements. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Mandatory: Hold a relevant professional qualification in Engineering or Architecture or Project Management and a minimum of ten years relevant experience in Engineering or Architecture or Project Management. Professional qualifications and experience is defined as: Engineering - a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer, including recognition of equivalent overseas Engineering qualifications, and a minimum of ten years relevant experience in Engineering; or Architecture - a three-year degree or higher qualification accredited by an Australian State or Territory architecture authority for recognition as a Professional Architect, including recognition of equivalent overseas qualifications, and a minimum of ten years relevant experience in Architecture; or Project Management – either: a diploma in Project Management accredited by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) Certified Practising Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian State or Territory tertiary education institution or an equivalent overseas that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or have at least ten years relevant experience in project management.

Desirable: A degree or diploma in construction management accredited by an Australian State or Territory tertiary education institution (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience. Experience in delivering significant health infrastructure projects.

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 the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing the Capabilities and your suitability for the role, a current curriculum vitae, contact details of two referees and copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: George Stellios (02) 6207 8705 george.stellios@act.gov.au

Executive Branch Manager (Project Director), Canberra Theatre Project Temporary Vacancy (up to 9 months)

Major Projects Canberra

Designated Projects

Position: E1126

(Remuneration equivalent to Executive Level 1.4)

Date Circulated: 31 August 2020

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Major Projects Canberra was established on 1 July 2019 to lead the procurement and delivery of the Territory's infrastructure program. It has two main components:

Procuring and delivering infrastructure projects designated by the Chief Minister into Major Projects Canberra.

Typically, those designated projects will have significant complexity and scale. Major Projects Canberra will bear budget accountability for those projects and have accountability to the relevant Minister responsible for those projects. The first projects designated into Major Projects Canberra are: the SPIRE Canberra Hospital project, the City to Woden light rail (as well as finalisation of the Light Rail Stage 1 delivery phase); the CIT campus development; and the Canberra Theatre redevelopment; and

Delivering other whole-of-government infrastructure projects in partnership with other Directorates.

The role of Project Director Canberra Theatre Project is key within Major Projects Canberra and includes participation and input into the development of the business case and is responsible for overseeing the planning, procurement and delivery of the Project.

The Project Director will be accountable for design, commercial, quality, time and budget outcomes as well as for the extensive community and governmental consultation and communications that a project of this type will demand.

Reporting to the Chief Projects Officer, the Project Director will directly manage a project team (staff and contractors) which may grow in time as the project moves through its various milestones.

The Project Director, Canberra Theatre Project is responsible for providing high quality leadership and strategic planning for the delivery of this large capital works project including:

Participation and input into the business case development;

Overseeing procurement processes in accordance with ACT Government procurement guidelines, processes and procedures;

Ensuring that Project Team members are fully informed and engaged as part of a collaborative one-team approach and work collaboratively to achieve project objectives and vision;

Overseeing contract management arrangements ensuring projects are delivered within allocated timeframes; and

Negotiating outcomes to contractual issues and disputes and, when required, represent the Territory in dispute negotiations which have considerable budgetary impact.

The duties of the Project Director may include:

Overall responsibility for the planning, design development, procurement and delivery of the Canberra Theatre project;

Establish and implement a Project Management Plan for each stage of the project and manage the project within budget;

Establish and implement an appropriate safety culture across all aspects of the project delivery;

Provide leadership, direction and mentoring to the Canberra Theatre project team;

Liaising with senior stakeholders including other ACT Government and relevant Commonwealth departments, planning authorities and community and business groups;

Ensure robust risk management processes and strategies are in place to deal with contractual/commercial risks as soon as they are identified;

Communicate project scope, deliverables, progress and aspirations to a variety of audiences;

Develop and present appropriate reports to Senior Executives, Project Board and ACT Government Ministers;

Develop robust and flexible governance processes and project management methodologies to ensure ACT Government and other legislative requirements are adhered to, including Work Health and Safety;

Operate with sensitivity and compliance to the Territory's principles and ethical standards, with special regard to probity, transparency and honesty;

Support the Chief Projects Officer in organisational structuring and resourcing;

Uphold the integrity of the project in familiarisation with the RED framework and relevant internal policies of the Territory; and

Other activities as required.

To apply: Submit no more than three pages addressing the Selection Criteria and Job Specific Criteria, a Curriculum Vitae and contact details of two referees to Nikki Pulford via email to nikki.pulford@act.gov.au by COB Monday 14 September 2020.

Note: This is a temporary vacancy for a period up to 9 months. Selection may be based on written application and referee reports only and is open to current ACTPS employees.

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

Contact Officer: Nikki Pulford (02) 6205 5466 nikki.pulford@act.gov.au

Suburban Land Agency

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

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

Program Solutions

Infrastructure Services

Project Manager, Landscape

Infrastructure Officer 3 \$109,177 - \$119,846, Canberra (PN: 13197)

Gazetted: 28 August 2020

Closing Date: 22 September 2020

Details: The Infrastructure Services branch within SLA is primarily responsible for providing services to projects comprising: design review, documentation and construction supervision of Greenfield, Urban and Commercial/Industrial development activities.

We are looking for person with high level of skills and experience in contract and project management of landscape contracts using AS2124 or similar contracts.

The successful applicant will have experience and knowledge of procurement in the landscape construction industry, knowledge of ACT Government procurement processes is highly desirable.

The owner of the position will lead a small team of consultants and contractors in a multi-disciplinary environment and possess a high level of negotiation and excellent oral and written communication skills.

This position also requires ability to interact effectively with client, stakeholders and industry, including commitment to customer service principles, practices and attributes.

Eligibility/Other Requirements: Tertiary qualification in landscape Architecture or relevant field or extensive experience in landscape project management and minimum of five years of landscape contract management experience is essential.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Steven Farr (02) 6207 6207 Steven.Farr@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

Office of the Director-General

Executive Assistant to the Director-General, Transport Canberra and City Services

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 32261)

Gazetted: 02 September 2020

Closing Date: 16 September 2020

Details: The Executive Assistant position is located in the Director-General's Office. The Office comprises the Director-General, Executive Officer to the Director-General and the Executive Assistant.

The position works closely with the Executive Officer to the Director-General to ensure the efficient and effective operation of the Office. The position provides high level executive and administrative support to the Director-General in particular high level diary management and co-ordination.

The ideal candidate will be able to engage with staff at all levels, have excellent communication and organisation skills, be proficient with technology and be able to work as part of a small, dynamic team.

Note: This is a temporary position available from 6 October 2020 up until 21 October 2021. This position is located in a workplace designed for activity-based working (ABW). 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 address the capabilities that form the criteria required to perform the duties and responsibilities of the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Helen Willson (02) 6207 6254 helen.willson@act.gov.au

Chief Operating Officer

Legal and Contracts

Assistant Director Freedom of Information

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 43119)

Gazetted: 02 September 2020

Closing Date: 9 September 2020

Details: The Legal and Contracts Branch provides legal and other services to the Directorate. These services include the management, coordination and processing of information access requests under the *Freedom of Information Act 2016* and Open Access scheme implementation. As a senior leader within Transport Canberra and City Services, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. You will model commitment to continual learning, encourage ongoing development, and develop, and engage the right people to the right roles. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately until 30 June 2021. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Applications should include an up to date curriculum vitae, the name and contact details of two referees and a maximum two page response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristine Scheul (02) 6205 5054 kristine.scheul@act.gov.au

City Services

Roads ACT

Road Maintenance Service

Streetlight Contract Manager

Infrastructure Officer 4 \$129,394 - \$147,008, Canberra (PN: 48997)

Gazetted: 31 August 2020

Closing Date: 14 September 2020

Details: Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, driveways, stormwater system, bridges, carpark facilities, traffic signals, streetlights and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government for the enjoyment of the Canberra community.

Within Roads ACT, Road Maintenance (RM) undertakes a diverse range of maintenance work on various ACT assets. These include roads and pavements, bridges, cycle paths, footpaths, car parks, signage, roadside furniture, street lighting, street sweeping, dams and the stormwater drainage network. This position is a contract and staff management role for the streetlight network operation and maintenance functions. The successful candidate will

manage a high value GC21 partnership-based Energy Performance Contract and report to the Principal Authorised Person (Assistant Director, Environmental Services). The role will also oversee scheduling, monitoring and reporting of other streetlight related programs and 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:

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience.

Note: This is a temporary position available immediately up until 30 June 2021. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a current curriculum vitae 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

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

City Services

City Presentation

Place Management

Horticulture Apprentice

Apprentices \$28,297 - \$52,138, Canberra (PN: 41271, several)

Gazetted: 28 August 2020

Closing Date: 25 September 2020

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

About the Position

Under close supervision and with appropriate training, apprentices will undertake duties encompassing a range of horticultural activities, these include;

Tree Surgery work - use saws and ladders, elevated work platforms and wood chippers

Pest control - use of various spray equipment to apply herbicides, pesticides and fungicides

Mowing, mostly using ride on machinery

Shrub bed maintenance

Planting of trees, shrubs and floral displays

General maintenance work in parks and sports grounds and other urban facilities

Cleaning activities such as rubbish removal and toilet cleaning

Set out Temporary Traffic Management signage

A willingness to participate in fire standby, fire suppression and fire training if required

You will also be required to lift heavy materials, bend repeatedly and carry out a variety of heavy manual work.

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

Eligibility/Other Requirements:

Year 10 Certificate or equivalent with passes in English, Mathematics and preferably a credit pass in Science.

Current Class C driver licence.

Ability to undertake the physical requirements of the tasks listed in the Position Description.

Note: The apprenticeship is a four year program, commencing January 2021 until January 2025 and involves formal study in Certificate III Horticulture at CIT and on the job training. 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:

Selection Criteria

A demonstrated ongoing interest and aptitude in horticulture (i.e. work experience and/or courses related to the trade).

Motivation and the ability to undertake the theoretical and practical training (including attendance and satisfactory assessment of the CIT course) required to complete an apprenticeship in Horticulture and other tasks as directed.

Ability to work as a member of a team and to communicate effectively.

An understanding of and commitment to the principles of workplace diversity, participative work practices and occupational health and safety.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Forster 0438 357 443 andrew.forster@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.

Worksafe ACT

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

Workplace Protection

WorkSafe Investigations

Lead Investigator and Director, Psychosocial

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 48995)

Gazetted: 28 August 2020

Closing Date: 22 September 2020

Details: Worksafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection and investigation. It is responsible for monitoring and enforcing compliance by duty holders with the *Work Health and Safety Act 2011 (WHS Act)* and associated legislation for Workers' Compensation and Dangerous Substances. Worksafe ACT is a fully independent office headed by the Work Health and Safety (WHS) Commissioner, who is the Territory's regulator.

Over the next 12 months, a planned program of work will be implemented to improve our operational efficiency and effectiveness. WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence led regulator.

As a key leader within the Compliance and Enforcement Team, the Lead Investigator and Director, Psychosocial will work to the Senior Director. The Lead Investigator and Director will lead two teams - a team of investigators, and a team of inspectors with particular emphasis on psychosocial hazards. This team will also have a key role engaging stakeholders on psychosocial matters.

You will form part of WorkSafe ACT's Senior Leadership Group and will be expected to play a key role in meeting our strategic commitment to regulatory excellence.

We are seeking a motivated, forward thinking leader, able to manage people, systems and processes. Ideally you will have extensive contemporary investigative or/or relevant regulatory experience and an interest or background in WHS.

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 qualifications are highly desirable. High level expertise in investigations, significant experience in related fields such as law enforcement, policing, audit, government investigations or law.

Ability to perform the functions of an authorised Inspector in accordance with relevant legislation.

Current unrestricted drivers' licence.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in late 2021. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are required to submit three items: 1) A two page written response specifically addressing each of the responsibilities of the role and the skills, experience and qualities you bring which make you an ideal candidate, having regard to the job requirements; 2) a current curriculum vitae with the names and contact details of two referees (one should be your current supervisor/manager); and 3) a brief cover letter which specifically addresses the essential requirements of the role. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Alford (02) 6205 4261 robert.alford@act.gov.au

APPOINTMENTS

ACT Health

Administrative Services Officer Class 4 \$72,272 - \$78,254

Paige Becker, Section 68(1), 31 August 2020

Canberra Health Services

Assistant in Nursing \$52,300 - \$54,070

Prinze Dev Rahjiv Albutra, Section 68(1), 3 September 2020

Assistant in Nursing \$52,300 - \$54,070

Morgan Arnould, Section 68(1), 3 September 2020

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

Karen Burnett, Section 68(1), 3 September 2020

Allied Health Assistant 2 (Qualified) \$54,256 - \$60,406 (up to \$62,203 depending on qualification level)

Christopher Byrne, Section 68(1), 3 September 2020

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

Kate Cohen, Section 68(1), 3 September 2020

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

Maygen Comandari, Section 68(1), 3 September 2020

Administrative Services Officer Class 2/3 \$57,454 - \$70,058

Natasha David, Section 68(1), 31 August 2020

Assistant in Nursing \$52,300 - \$54,070

Babu Emmanuel, Section 68(1), 3 September 2020

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

Michael Fenn, Section 68(1), 3 September 2020

Senior Officer Grade A \$148,991

Sean Fenotti, Section 68(1), 31 August 2020

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

Sarah Haeusler, Section 68(1), 3 September 2020

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

Anjali Jacob, Section 68(1), 31 August 2020

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

Farida Kavata, Section 68(1), 3 September 2020

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

Tatiana Kiewa, Section 68(1), 3 September 2020

Assistant in Nursing \$52,300 - \$54,070

Allyssa Lawingco, Section 68(1), 3 September 2020

Assistant in Nursing \$52,300 - \$54,070

Sehlselwe Lupahla-Jasi, Section 68(1), 3 September 2020

Assistant in Nursing \$52,300 - \$54,070

Renju Mathew, Section 68(1), 3 September 2020

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

Anna-Marie Mikulcic, Section 68(1), 3 September 2020

Assistant in Nursing \$52,300 - \$54,070

Jessica Morris, Section 68(1), 3 September 2020

Health Professional Level 1 \$62,823 - \$82,307

Jinwoo Park, Section 68(1), 31 August 2020

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

Michelle Presneill, Section 68(1), 3 September 2020

Assistant in Nursing \$52,300 - \$54,070

Poly Puthuparampil Jose, Section 68(1), 27 August 2020

Assistant in Nursing \$52,300 - \$54,070

Edmore Tamanikwa, Section 68(1), 3 September 2020

Health Service Officer Level 3 \$52,460 - \$54,165

Antony Nitin, Section 68(1), 5 September 2020

Canberra Institute of Technology

Teacher Level 1 \$76,460 - \$102,020

Richard Lindsay, Section 68(1), 27 August 2020

Administrative Services Officer Class 6 \$86,547 - \$99,051

Catherina Pappas, Section 68(1), 31 August 2020

Chief Minister, Treasury and Economic Development

General Service Officer Level 3/4 \$51,053 - \$55,752

Simon Handley, Section 68(1), 31 August 2020

Senior Officer Grade C \$108,926 - \$117,249

Hui Lin Ong, Section 68(1), 4 September 2020

General Service Officer Level 3/4 \$51,053 - \$55,752

Elliot Rugendyke, Section 68(1), 31 August 2020

Information Technology Officer 1 \$70,058 - \$79,749

Risto Papadopoulos, Section 68(1), 01 September 2020

Information Technology Officer 1 \$70,058 - \$79,749

Ryan Paxton, Section 68(1), 01 September 2020

Information Technology Officer 1 \$70,058 - \$79,749

Jack Schilg, Section 68(1), 01 September 2020

Community Services

Senior Officer Grade C \$108,926 - \$117,249

Bronwen Clifford, Section 68(1), 31 August 2020

Education

Administrative Services Officer Class 6 \$86,547 - \$99,051

Lauren Crouch, Section 68(1), 2 September 2020

Administrative Services Officer Class 6 \$86,547 - \$99,051

Shakti Malik, Section 68(1), 2 September 2020

Environment, Planning and Sustainable Development

Technical Officer Level 2 \$64,220 - \$73,540

Amanda Putri, Section 68(1), 31 August 2020

Administrative Services Officer Class 3 \$65,097 - \$70,058

Timothy Williams, Section 68(1), 27 August 2020

Justice and Community Safety

Administrative Services Officer Class 6 \$86,547 - \$99,051

Zoe Perry, Section 68(1), 28 August 2020

Administrative Services Officer Class 6 \$86,547 - \$99,051

Katie Raynolds, Section 68(1), 31 August 2020

Government Solicitor 1 \$76,601 - \$114,705

Teresa Tranzillo, Section 68(1), 31 August 2020

Suburban Land Agency

Senior Officer Grade A \$148,991

Samuel Hatherly, Section 68(1), 31 August 2020

Transport Canberra and City Services

General Service Officer Level 5/6 \$56,595 - \$62,286

Greg Caldwell, Section 68(1), 3 September 2020

Administrative Services Officer Class 2 \$57,454 - \$63,443

Matthew Gray, Section 68(1), 1 September 2020

Administrative Services Officer Class 5 \$80,323 - \$85,020

Elizabeth Introvigne, Section 68(1), 1 September 2020

TRANSFERS

Chief Minister, Treasury and Economic Development

Chen Chen

From: Senior Officer Grade C \$108,926 - \$117,249

Chief Minister, Treasury and Economic Development

To: Senior Information Technology Officer Grade C \$108,926 - \$117,249

Chief Minister, Treasury and Economic Development, Canberra (PN. 26692) (Gazetted 30 September 2019)

Transport Canberra and City Services

Jeffrey VanAalst

From: Senior Officer (Technical) Grade C \$108,926 - \$117,249

Transport Canberra and City Services

To: Senior Officer Grade C \$108,926 - \$117,249

Transport Canberra and City Services, Canberra (PN. 00543) (Gazetted 6 July 2020)

PROMOTIONS

Canberra Health Services

Chief Operating Officer Clinical Services

Karen Butcher

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 40412) (Gazetted 12 March 2020)

Chief Operating Officer Clinical Services

Mitchell Carrington

From: Administrative Services Officer Class 3 \$65,097 - \$70,058

Canberra Health Services

To: Administrative Services Officer Class 4 \$72,272 - \$78,254

Canberra Health Services, Canberra (PN. 48681) (Gazetted 30 July 2020)

Chief Operating Officer Clinical Services

Ruby Fleming

From: Administrative Services Officer Class 2/3 \$57,454 - \$70,058

Canberra Health Services

To: Administrative Services Officer Class 4 \$72,272 - \$78,254

Canberra Health Services, Canberra (PN. 48682) (Gazetted 30 July 2020)

Chief Executive Officer

Claire Foote

From: Senior Officer Grade C \$108,926 - \$117,249

Canberra Health Services

To: † Senior Officer Grade B \$128,286 - \$144,418

Canberra Health Services, Canberra (PN. 45218) (Gazetted 7 August 2020)

Chief Operating Officer Clinical Services

Leah Giles

From: Health Professional Level 4 \$108,926 - \$117,249

Canberra Health Services

To: † Health Professional Level 5 \$128,286 - \$144,418

Canberra Health Services, Canberra (PN. 21983) (Gazetted 23 July 2020)

Chief Operating Officer Clinical Services

Shany Jis

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 44814) (Gazetted 12 March 2020)

Clinical Services

Sharlat Jose

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. 14943) (Gazetted 11 June 2020)

Chief Operating Officer Clinical Services

Linda Kaye

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 18500) (Gazetted 12 March 2020)

Chief Operating Officer Clinical Services

Zivai Maburuse

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

Canberra Health Services

To: † Registered Nurse Level 3.2 \$122,360

Canberra Health Services, Canberra (PN. 22413)

Note: This appointment is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 14, Direct Appointment of Employee - General. An appointment under this section is not appealable.

Chief Operating Officer Clinical Services

Susan Magumise

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. 19987) (Gazetted 2 July 2020)

Chief Operating Officer Clinical Services

Kellie O'Regan

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. 18423) (Gazetted 2 July 2020)

Chief Operating Officer Clinical Services

Sinda Paul

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. 12099) (Gazetted 2 July 2020)

Chief Operating Officer Clinical Services

Claire Ratas

From: Administrative Services Officer Class 3 \$65,097 - \$70,058
Canberra Health Services
To: Administrative Services Officer Class 4 \$72,272 - \$78,254
Canberra Health Services, Canberra (PN. 48683) (Gazetted 30 July 2020)

Chief Operating Officer Clinical Services

Rosemary Rummery

From: Registered Nurse Level 2 \$94,409 - \$100,061
Canberra Health Services
To: †Registered Nurse Level 3.2 \$122,360
Canberra Health Services, Canberra (PN. 22379) (Gazetted 23 July 2020)

Amanda Wynants

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. 29543) (Gazetted 4 June 2020)

Jenae Smith

Canberra Health Services

From: Administrative Services Officer Class 3 \$65,097 - \$70,058
Canberra Health Services
To: Administrative Services Officer Class 4 \$72,272 - \$78,254
Canberra Health Services, Canberra (PN: 45872) (Gazetted 02/07/2020)

Chief Minister, Treasury and Economic Development

Access Canberra

Licensing and Registrations

Liquor and Gaming Licensing

Stephanie Bayley-Nelson

From: Administrative Services Officer Class 4 \$72,272 - \$78,254
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$80,323 - \$85,020
Chief Minister, Treasury and Economic Development, Canberra (PN. 13860) (Gazetted 17 July 2020)

Access Canberra

Customer Coordination

Applications and Approvals

Layne Borrett

From: Administrative Services Officer Class 4 \$72,272 - \$78,254
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$80,323 - \$85,020
Chief Minister, Treasury and Economic Development, Canberra (PN. 12567) (Gazetted 31 January 2020)

Revenue Management Group

Support

Policy and Objections

Abrena Denhere

From: Administrative Services Officer Class 3 \$65,097 - \$70,058

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$80,323 - \$85,020

Chief Minister, Treasury and Economic Development, Canberra (PN. 56034) (Gazetted 13 September 2019)

Community Services

Children Youth and Families

Child and Youth Protection Services

Performance

Cassandra Pentreath

From: Administrative Services Officer Class 3 \$65,097 - \$70,058

Community Services

To: Administrative Services Officer Class 6 \$86,547 - \$99,051

Community Services, Canberra (PN. 43267) (Gazetted 20 May 2020)

Education

System Policy and Reform

Early Childhood Policy and Regulation

Children's Education and Care Assurance

Joanne Williams

From: Senior Officer Grade C \$108,926 - \$117,249

Education

To: † Senior Officer Grade B \$128,286 - \$144,418

Education, Canberra (PN. 20101) (Gazetted 17 February 2020)

Environment, Planning and Sustainable Development

Suburban Land Agency

Geoffrey Bunnnett

From: Infrastructure Officer 4 \$129,394 - \$147,008

Environment, Planning and Sustainable Development

To: † Infrastructure Manager/Specialist 1 \$165,977

Environment, Planning and Sustainable Development, Canberra (PN. 46773) (Gazetted 18 May 2020)

Planning, Land and Building

Building, Design and Projects

Housing and Policy

Caroline Cogger

From: Administrative Services Officer Class 6 \$86,547 - \$99,051

Chief Minister, Treasury and Economic Development

To: † Senior Officer Grade C \$108,926 - \$117,249

Environment, Planning and Sustainable Development, Canberra (PN. 40184) (Gazetted 28 July 2020)

Transport Canberra and City Services

City Places and Infrastructure

City Presentation

Place Management

Tessa Roberts

From: Senior Officer Grade C \$108,926 - \$117,249

Transport Canberra and City Services

To: †Senior Officer Grade B \$128,286 - \$144,418

Transport Canberra and City Services, Canberra (PN. 34640) (Gazetted 6 July 2020)