



ACT Government Gazette

Gazetted Notices for the week beginning 18 June 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 Group

Office of Professional Leadership and Education

Clinical Placement Office

Allied Health Clinical Placement Officer

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 18726)

Gazette Date: 23 June 2020

Closing Date: 7 July 2020

Details: The Allied Health Clinical Placement Officer is located in Bowes Street, Woden. The position sits within the Clinical Placement Office, which is responsible for coordinating all clinical and non-clinical placements for students and trainees across the ACT public health services.

This position provides an opportunity for the successful applicant to work interdisciplinary and cross-sectors with key stakeholders to support high-quality placements for allied health students.

The successful applicant will work closely with ACT Health Chief Allied Health Office, Canberra Health Services Allied Health Clinical Education Unit and clinical educators and Calvary Public Hospital Bruce allied health clinical educators to facilitate quality student placements.

Note: This is a temporary position available from 7 September 2020 until 11 June 2021 with possibility of extension up to 12 months. This position is part-time at (29.4) hours per week and the full-time salary noted above will be pro-rata. 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: Applicants are required to:

Provide a written response addressing the Selection Criteria;

Provide a current curriculum vitae;

Provide details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Cesnik (02) 5124 9863 Rebecca.Cesnik@act.gov.au

Health Systems, Policy and Research Group

Office of Professional Leadership and Education

Office of the Chief Nursing and Midwifery Officer

Administration Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254 , Canberra (PN: 36273)

Gazette Date: 23 June 2020

Closing Date: 7 July 2020

Details: The Office of the Chief Nursing and Midwifery Officer is located in Bowes Street, Woden. The position sits within the Nursing and Midwifery Office. The successful candidate's principal focus will be to provide administrative support to the Nursing Advisors and the senior Director of the Nursing and Midwifery Office. In particular the successful candidate will provide administrative support for the Nursing and Midwifery Scholarship Scheme, Nursing and Midwifery Annual Awards and undertake general duties appropriate to this level of classification.

Note: Although this is a full-time position part-time hours may be considered. Selection may be based on application and referee reports only.

How to Apply: Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lesley Thomson (02) 5124 9138 Lesley.Thomson@act.gov.au

Health Systems, Policy and Research

Group Office of Professional Leadership and Education

Chief Nursing and Midwifery office

Registered Nurse and/or Registered Midwife Level 3.2

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 44278)

Gazette Date: 23 June 2020

Closing Date: 7 July 2020

Details: The Office of the Chief Nursing and Midwifery Officer is located in Bowes Street, Woden. The position sits within the Nursing and Midwifery Office. The successful candidate will be providing support to the Chief Nursing and Midwifery Officer by providing strategic advice on a range of local, national and international issues relating to both the nursing and midwifery professions.

Eligibility/Other Requirements: Registered Nurse and/or Registered Midwife with AHPRA, Nursing and Midwifery Board. Tertiary qualifications preferred.

How to Apply: Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lesley Thomson (02) 5124 9138 Lesley.Thomson@act.gov.au

Health Systems, Policy and Research Group

Office of Professional Leadership and Education

Office of the Chief Medical Officer

Assistant Director, Clinical Networks and Care Coordination

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 44903)

Gazette Date: 23 June 2020

Closing Date: 9 July 2020

Details: We are looking for an enthusiastic and energetic person who enjoys having a high level of autonomy and responsibility. You will have two important roles – to support the ACT Chief Medical Officer to fulfil his role as the Care Coordinator under the *Mental Health Act 2015*, and to support the CMO to provide support to ACT-wide clinical networks and projects.

We are after someone that has great coordination and communication skills, take direction but then work with high degree of independence. This will require effective liaison, consultation and collaboration with relevant stakeholders, especially senior clinicians who have attained level of technical expertise in their specialist work. You will be expected to be able to prepare quality written briefs, meeting papers, reports and formal high-level clinical policies and guidelines. 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:

Undergo a pre-employment National Police check.

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

Highly desirable: Tertiary qualifications in health or related field. Experience working with clinicians and providing secretariat to clinical expert committees. Ability to understand legislative requirements in provision of treatment, care and support.

How to Apply: Please submit a current curriculum vitae and a written response of up to two pages. The response should be written in the form of a pitch, explaining how you have the technical skills, necessary experience and knowledge and behavioural capabilities to perform the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amanda Thies (02) 5124 9320 Amanda.Thies@act.gov.au

Calvary Health Care ACT (Public)

Calvary Public Hospital Bruce

Graduate Registered Nurse

Registered Nurse 1.1 \$68,902, Canberra (PN: Several)

Gazette Date: 24 June 2020

Closing Date: 12 July 2020

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

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

Reference Number: 13252

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

Contact Officer: Jessica Thorncraft on nursegraduateprogram@calvary-act.com.au

Calvary Public Hospital Bruce

Graduate Enrolled Nurse

Enrolled Nurse 1.1 \$62,490, Canberra (PN: Several)

Gazette Date: 24 June 2020

Closing Date: 12 July 2020

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

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

Reference Number: 13253

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

Contact Officer: Jessica Thorncraft on nursegraduateprogram@calvary-act.com.au

Calvary Public Hospital Bruce

Senior Resident - Critical Care

Senior Resident Medical Officer 1 - 3 \$93,512 - \$114,423 Canberra (PN: Several)

Gazette Date: 22 June 2020

Closing Date: 13 July 2020

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

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

Reference Number: 13280

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

Contact Officer: Dr Mechelle Smith on Mechelle.Smith@calvary-act.com.au

Calvary Public Hospital Bruce

Critical Care

Registered Nurse

Registered Nurse Level 1 \$70,625 - \$90,814, Canberra (PN: Several)

Gazetted: 18 June 2020

Closing Date: 05 July 2020

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

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

Reference Number: 13237

Contact Officer: Amanda O'Donnell on amanda.odonnell@calvary-act.com.au

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

Calvary Public Hospital Bruce

Critical Care

ICU/CCU

Clinical Nurse Consultant

Registered Nurse 3 G2 \$122,360, Canberra (PN: Expected)

Gazetted: 18 June 2020

Closing Date: 5 July 2020

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

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

Reference Number: 13242

Contact Officer: Amanda O'Donnell on Amanda.odonnell@calvary-act.com.au

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

Calvary Public Hospital Bruce

Career Medical Officer

Career Medical Officer \$131,491, \$158,871, Canberra (PN: Expected)

Gazetted: 18 June 2020

Closing Date: 12 July 2020

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

Reference Number: 13258

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

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

Calvary Public Hospital Bruce

Pharmacy

Intern Pharmacist

Graduate Pharmacist \$70,347, Canberra (PN: Expected)

Gazette Date: 18 June 2020

Closing Date: 12/07/2020

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

Reference Number: 13250

Contact Officer: John Wsol on (02) 6201 6266 john.wsol@calvary-act.com.au

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

Medicine

Clinical

Assistant Director of Nursing Ambulatory

Registered Nurse Level 4.3 \$139,701, Canberra (PN: 16222)

Gazetted: 25 June 2020

Closing Date: 16 July 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 Assistant Director of Nursing (ADON) Ambulatory holds a senior nursing leadership position within the Division of Medicine. The ADON in consultation with the Director of Nursing provides strategic leadership, direction,

planning and operational input to achieve quality patient care and service delivery outcomes within Medicine. The ADON Ambulatory reports to the Director of Nursing. You will actively support, guide and collaborate with the Ambulatory Clinical Nurse Consultants within Medicine in strategic implementation of evidence-based practice, auditing, reporting and compliance to standards, procedure and policies across CHS and the national governing bodies. The ADON will also work in collaboration with the other ADONs in the Division and Unit Directors to deliver high quality person-centred care.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Relevant post graduate qualifications or equivalent.

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: Kellie Noffke (02) 5124 2012 Kellie.Noffke@act.gov.au

Medicine

Clinical

Assistant Director of Nursing Inpatients

Registered Nurse Level 4.3 \$139,701, Canberra (PN: 16234)

Gazetted: 25 June 2020

Closing Date: 16 July 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 Assistant Director of Nursing (ADON) Inpatients holds a senior nursing leadership position within the Division of Medicine. The ADON in consultation with the Director of Nursing provides strategic leadership, direction, planning and operational input to achieve quality patient care and service delivery outcomes within Medicine. The ADON Inpatients reports to the Director of Nursing. You will actively support, guide and collaborate with the Inpatient Clinical Nurse Consultants within Medicine in strategic implementation of evidence-based practice, auditing, reporting and compliance to standards, procedure and policies across CHS and the national governing bodies. The ADON will also work in collaboration with the other ADONs in the Division and Unit Directors to deliver high quality person-centred care.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Relevant post graduate qualifications or equivalent.

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: Kellie Noffke (02) 5124 2012 Kellie.Noffke@act.gov.au

Critical Care

Intensive Care Unit

Clinical Nurse Consultant - Intensive Care Unit

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22376)

Gazetted: 25 June 2020

Closing Date: 2 July 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 Intensive Care Unit is a 31 bed Level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has Advanced Trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS.

The Unit satisfies College requirements for training in Neurosurgery, Cardiothoracic Surgery and Trauma.

The Unit participates in local, national and international multi-disciplinary and multi-centre research, and has a strong commitment to teaching.

The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding New South Wales region serving a population in excess of 650,000.

It is a modern 670+ bed hospital providing most major medical and surgical sub-specialty services.

The Intensive Care Unit, Clinical Nurse Consultant;

Provides a high-level of support in the day to day operational management of services within the Unit,

Provides expert clinical leadership and management within a nursing and multidisciplinary team,

Embeds and maintains the National Safety and Quality in Health Service Standards at the Unit level, and

Develops and maintains collaborative partnerships with internal and external stakeholders.

The Clinical Nurse Consultant reports to the Intensive Care Unit, Assistant Director of Nursing. There is an expectation that the successful applicant will maintain accountability for their own practice standards and education. They will also work collaboratively with the Intensive Care Leadership team to support the professional development of Intensive Care Unit nursing staff.

Eligibility/Other Requirements:

Mandatory:

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

Tertiary post graduate qualification in Critical Care Nursing or equivalent.

Demonstrated experience working in a leadership position.

Desirable:

Has demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years

Holds or progressing towards a tertiary qualification at Masters Level.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: This position is available from 6 August 2020.

Contact Officer: Jillian Davis (02) 5124 5802 jillian.davis@act.gov.au

Division of Surgery

Acute Surgical Unit

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 19372)

Gazetted: 25 June 2020

Closing Date: 6 July 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 Division of Surgery is responsible for delivering inpatient and outpatient surgical services. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit and specialist surgical ward areas including the Acute Surgical Unit (ASU).

The Clinical Nurse Consultant for ASU is responsible for operational management and leadership, within the clinical environment including the management of nursing workloads and creation of staff rosters. Applicants must have demonstrated high level of management, communication, leadership and expertise in co-ordinating the clinical practices within the clinical environment to ensure the efficient and effective provision of quality patient care. This is based on best practice principles and within a collaborative and multidisciplinary framework.

Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management across Canberra Health Services. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Holds or progressing towards a tertiary qualification at Masters,

Has demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Tania Lawrence (02) 5124 5091 Tania.Lawrence@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Unit (AMHU)

Psychologist

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 25983)

Gazetted: 25 June 2020

Closing Date: 3 July 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.

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

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

Dhulwa Mental Health Unit

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the Work Area and Position

The Adult Mental Health Unit (AMHU) is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

The successful applicant of the HP3 Psychologist position is responsible for conducting skilled clinical assessments and delivering individual and group based psychological interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically-related staff (such as Allied Health Assistants).

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

Eligibility/Other Requirements:

Mandatory:

Be registered or be eligible for general registration with the Psychology Board of Australia (AHPRA)

Minimum of three years (ideal five years) post qualification experience

Hold approval or be eligible for approval as a Psychology Board of Australia Supervisor.

Current driver's licence

Desirable:

Experience working in an inpatient, acute mental health setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a full-time or part-time (the full-time salary noted above will be pro-rata) position within Adult Mental Health Unit working Monday to Friday. As a mental health psychologist, you will also be eligible for an extra allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Contact Officer: Roz Fitzgerald (02) 5124 5401 Roz.Fitzgerald@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Rehabilitation and Specialty Mental Health Services

Gugan Gulwan Mental Health Clinician

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 47521)

Gazetted: 25 June 2020

Closing Date: 9 July 2020

Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

Overview of the work area and position

The Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) Division of Canberra Health 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. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Mental Health, Justice Health, Alcohol and Drug Services include the following programs:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

Rehabilitation and Specialty Mental Health Services

The Aboriginal and Torres Strait Islander Health and Well-Being Unit in MHJHADS provides consultation, support, liaison, and culturally appropriate and responsive care to Aboriginal and Torres Strait Islander peoples with mental health, drug and alcohol, and physical health issues, their families, and community agencies. The service is ACT-wide and encompasses all age groups and all settings where mental health, alcohol and drug and justice health services are delivered in the ACT, including the Canberra Hospital (Adult Mental Health Unit, Alcohol and Drug Withdrawal Unit), the University of Canberra Hospital (Adult Mental Health Rehabilitation Unit), Community Health Centres, and Correctional Facilities (Alexander Maconochie Centre, Dhulwa Mental Health Unit, Bimberi Youth Detention Centre and the Periodic Detention Centre).

The Social Worker Health Professional Level 3 will provide community-based mental health/alcohol and other drug outreach to youth aged 12-25 and their families. The Aboriginal Health Practitioner will:

Provide holistic comprehensive assessment, early intervention, referrals and care coordination

Establish a mental health/alcohol and other drug case management support program at Gugan Gulwan

Provide youth outreach services as required.

Facilitate access to mental health, social and cultural wellbeing, and alcohol and other drugs resources and services. The position Reports to the Manager of the Specialist Youth Mental Health Outreach service. The ACT

Public Service offers a local Aboriginal and Torres Strait Islander employee network (Murranga Murranga).

Eligibility/Other Requirements:

Mandatory:

Degree in Social Work

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

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Minimum of three years (ideal five years) post qualification

Current driver's licence

Desirable:

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

Experience working with young people. Prior to commencement successful candidates will be required to:

Undergo pre-employment National Police check

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 three years. 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 confirmation may be requested.

There are two advertisements running concurrently on Req ID 01PTI and Req ID 01PUF. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

Contact Officer: Amaly Khalaf (02) 5124 1744 amaly.khalaf@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Community Care Occupational Therapy

Community Care Occupational Therapist

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 28443)

Gazetted: 25 June 2020

Closing Date: 6 July 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:

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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.

The Occupational Therapist role is responsible for the provision of high-quality Occupational Therapy services, clinical assessments and interventions to the ACT community. Promoting positive client outcomes through the provision of high-quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

Eligibility/Other Requirements:

Mandatory:

Be registered or eligible for registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA)

Current driver's licence.

Desirable:

Previous experience as an Occupational Therapist within a Community setting.

Minimum four years clinical experience.

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)

Note: This is a temporary position available for 11 months. 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 Canberra Health Services credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made. Applications from this recruitment process may be used to fill temporary or permanent identical positions within the next 12 months.

Contact Officer: Kari Moore (02)5124 1212 kari.moore@act.gov.au

Clinical Services

University of Canberra Hospital

Rehabilitation Aged and Community Services

Registered Nurse Level 2

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 43057, several)

Gazetted: 25 June 2020

Closing Date: 8 July 2020

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Overview of the work area and position:

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness.

The Registered Nurse Level 2 provides leadership and guidance to staff as well as person centred nursing care.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Hold a 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: There are several part-time and full-time permanent and temporary positions available. All positions work a 24/7 rotating roster, including a regular contribution to night shift. The successful candidates may be selected based on application and referee report only

Contact Officer: Katherine McKinnon (02) 5124 0033 katherine.mckinnon@act.gov.au

Medicine

Renal

Renal Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 29935)

Gazetted: 25 June 2020

Closing Date: 2 July 2020

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Overview of the work area and position:

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

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

The Renal Clinical Development Nurse will be required to work across the service to assist in educating the staff of the ACT Renal Network. The position is based at the Canberra Hospital in the ACT and reports to the appropriate Clinical Nurse Consultant

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post graduate studies relevant to the speciality field.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

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

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.

Contact Officer: Bonny Chen (02) 5124 3363 Bonny.Chen@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Assertive Community Outreach Service

Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 25917)

Gazetted: 25 June 2020

Closing Date: 2 July 2020

Details: About us

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Overview of the work area and position:

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being 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.

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

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

- Justice Health Services

The nursing position is based in the Assertive Community Outreach Service (ACOS), a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). ACOS is a community based mental health service that provides team clinical management for consumers with a mental illness and complex needs and is situated at the Belconnen Community Health Centre though a large portion of clinical work is completed via outreach interventions around ACT.

The position involves providing clinical management in a shared team environment, supervising staff and providing clinical oversight to the team. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

ACOS operates an extended hours service, operating seven days a week from 08:30 to 21:00 and the position holder will be required to work a rotating roster including morning and evening shifts, weekends and public holidays.

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new Model of Care (MoC) which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

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

Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact

Provide optimal treatment for people in their homes and community as effective hospital diversion

The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing severe and enduring mental illness and complex needs. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. Importantly the new MoC will allow greater opportunity for clinicians to deliver discipline specific interventions, with caseloads reflecting strengths-based models of care.

The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

This is an exciting opportunity for someone who may be interested in working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements:

Mandatory:

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

Tertiary qualifications in Nursing.

A minimum of two years' experience working as a Registered Nurse in a mental health or related field

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Jane Sprague (02) 5124 1499 jane.sprague@act.gov.au

Mental Health Justice Health, Alcohol and Drug Services

Alcohol and Drug Services

Aboriginal and Torres Strait Islander Liaison Officer, Drug and Alcohol Sentencing List

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 45169)

Gazetted: 25 June 2020

Closing Date: 2 July 2020

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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 and alcohol and other drug 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.

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Overview of the work area and position:

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

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

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

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 six 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 Drug and Alcohol Sentencing List (DASL), provides supervision and Alcohol, Tobacco and other Drug (ATOD) treatment to the participants within the program. The ADS DASL team provides assessment, case management and treatment to participants. The successful candidate will work across multiple sites, including community health centres and the ACT Law Courts.

The position of Aboriginal Liaison Officer (ALO) within the ADS DASL team, will provide appropriate consultation, support, liaison, and culturally appropriate and responsive care to Aboriginal and Torres Strait Islander people within that program. The participants in the program have a history of substance use, involvement in the judicial system and often present with complex psychosocial support needs. The ALO will provide support to the participant and their family, through providing cultural assessment, and ongoing liaison and collaboration with the extended multidisciplinary DASL team and external service providers.

The position reports to the Manager of the MHJHADS ALO team. Experience in working with clients involved in the justice system, or in an ATOD setting is highly desirable. All team members are required to undertake professional development, cultural supervision and participate in quality improvement initiatives.

The ACT Public Service offers a local Aboriginal and Torres Strait Islander employee network (Murranga Murranga) along with CHS Aboriginal and Torres Strait Islander Health Workforce Support Network.

Eligibility/Other Requirements:

Mandatory:

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 confirmation may be requested.

Knowledge of local Aboriginal and Torres Strait Islander communities and health issues.

Certificate IV Alcohol or Other Drug studies; or a tertiary qualification combined with the Certificate IV in AOD Skill Set Training, or a willingness to undertake such studies.

Hold a current driver's licence

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

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 possibility of extension.

Contact Officer: Kristie Simpson (02) 5124 4137 Kristie.simpson@act.gov.au

Finance and Business Intelligence

Health Information Services

Medical Records

Clinical Coder

Clinical Coder Level 1 \$84,967 - \$117,890, Canberra (PN: 47219, several)

Gazetted: 25 June 2020

Closing Date: 6 July 2020

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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 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 five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and Health Information Services.

Health Information Services provides a range of functions including scanning and health record management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care follow-up, research, quality improvement, education and hospital management purposes.

Clinical coding is an essential function for Canberra Health Service to support clinical research and education, to facilitate accurate funding reimbursement, assist in the planning and evaluation of health care services and to fulfil local and mandatory national data submission requirements.

Under general direction you will be responsible for the timely and accurate coding of inpatient records. This will involve abstracting relevant information on-line from scanned clinical records and other associated clinical information systems and assigning complete and accurate codes in accordance with established coding procedures and standards. You will play a key role in determining appropriate DRG allocation, optimising coding throughput,

ensuring targets and key performance indicators are met and participating in routine coding quality improvement activities.

Eligibility/Other Requirements:

Mandatory:

Completion of an approved HIMAA clinical coding certificate course or equivalent.

Desirable:

A minimum of three years clinical coding experience using the current edition of ICD-10-AM, covering a broad range of casemix in an acute tertiary hospital, with ability to accurately code an average of three – four records per hour. Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Notes: Part-time and full-time positions are available with the possibility of working on-site at Canberra Hospital or coding remotely e.g. working from home. Applicants may be required to complete a coding examination to assess coding competency as a component of the recruitment process. Selection may be based on written application and referee reports only.

Contact Officer: Dianne Ramadan (02) 5124 3242 dianne.ramadan@act.gov.au

Cancer and Ambulatory Services

Radiation Oncology Clinical Trial Unit

Clinical Trial Coordinator

Research Officer Grade 2 \$72,272 - \$78,254, Canberra (PN: 37900, several)

Gazetted: 25 June 2020

Closing Date: 6 July 2020

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Overview of the Work Area and Position

The Radiation Oncology Department is located at the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients.

The Clinical Trial Co-ordinator provides key support to and coordination of clinical research projects undertaken by the Radiation Oncology Clinical Trial Unit at Canberra Hospital. The projects will vary with collaboration Trans Tasman Radiation Oncology Group (TROG) studies, pharmaceutical and Radiation Oncology investigator lead studies in Phase 1, 2 and 3 trials in the fields of oncology. The main responsibilities of the Clinical Trial Coordinator will be to act as a supporting person for all aspects of the planning, conduct, implementation, and management of a clinical trial including ethics approvals, and contractual and regulatory management and collaboration with other clinical trial staff. He/she will act as a contact person responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice thereby allowing the engagement of future clinical trials.

His/her work is under the general direction of the Research Director of Radiation Oncology Clinical Trials and Radiation Oncologists.

Eligibility/Other Requirements:

Mandatory:

A degree in a relevant area, from a recognised university with significant subsequent relevant work experience, OR an equivalent combination of experience and/or education.

Desirable:

Academic knowledge or practical experience of clinical trials coordination.

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:

There are two temporary positions available for 24 months with the possibility of extension and/or permanency. One is full-time and the other is part-time at 0.8FTE (29.4 hours) and the full-time salary noted above will be pro-rata.

Contact Officer: Dr Amy Shorthouse or Yu-Yan Fang (02) 5124 8444 or (02) 5124 5288 amy.shorthouse@act.gov.au or Yu-Yan.fang@act.gov.au

Division of Medicine

Cardiology

Cardiology Office Manager and Personal Assistant to Director of Cardiology

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 29471)

Gazetted: 25 June 2020

Closing Date: 10 July 2020

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Overview of the Work Area and Position

The Canberra Health Services Division of Medicine 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 Hospital and Health Services.

Outpatient Services (Ambulatory Care) includes all health services provided without the need for admission to hospital. A wide range of services are offered in Medicine Ambulatory Care settings including assessment and follow up appointments which allow clients to better manage acute and chronic conditions while reducing the reliance on hospitals.

Under broad direction of the Administration Manager, the Administrative Support Officer role provides administrative support for a number of stakeholders and services within the department of Cardiology. The Administrative Support Officer is responsible for preparing a range of correspondence, diary and inbox management, providing secretariat support to committees, manage meeting room bookings, assisting with human resource and financial management functions as well as other general administrative duties. The Administrative Support Officer will supervise the Cardiology Outpatients administration team, provide and support their endeavours in meeting the objectives of the Department underpinning the overarching goals of the Division of Medicine.

Eligibility/Other Requirements:

Desirable:

Knowledge of ACT Patient Administration System (ACTPAS) and Clinical Portal,

Knowledge of Microsoft applications,

Previous experience working in the health sector.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

Note:

This is a temporary position available for up to 12 months. Usual work hours will occur between 7am to 7pm Monday to Friday.

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

Contact Officer: Danielle Treloggen (02) 5124 3994 Danielle.Treloggen@act.gov.au

Medical Services

ACT Pathology

Chemical Pathology

Medical Scientist, Chemical Pathology

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 21863)

Gazetted: 25 June 2020

Closing Date: 9 July 2020

Details: About us

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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.

The successful applicant will primarily be based in the Routine Chemistry section, however, may also be rotated through the Endocrinology, Point of Care Testing, Special Chemistry section and the Calvary laboratory as required.

Under direction, the successful applicant will be required to perform instrument maintenance and troubleshooting, monitor Quality Control and provision of patient results for the Clinical Chemistry laboratories at Canberra and Calvary Hospitals.

The successful applicant will be required to work 24/7 shifts including nights and weekends.

Eligibility/Other Requirements:

Mandatory:

A Science Degree or equivalent relevant qualification

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

Desirable:

A relevant postgraduate or professional qualification would be an advantage

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

Undergo a pre-employment National Police check.

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

Note:

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

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

Clinical Services

Women, Youth and Children's Services

Women Youth and Children Community Health Program

Maternal and Child Health Administration Support

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 28738)

Gazetted: 25 June 2020

Closing Date: 3 July 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.

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 contributes to the daily support of programs 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.

Eligibility/Other Requirements:

Desirable:

Ability to type with speed and efficiency.

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

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

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

Clinical Services

Surgery

Personal Assistant to the Assistant Director of Nursing - Perioperative Unit

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 23712 - 01Q4J)

Gazetted: 25 June 2020

Closing Date: 9 July 2020

Details:

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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 successful applicant will be required to work effectively as PA to ADON – Perioperative Unit. Duties would include high level administrative and secretariat assistance, diary management, coordination of sectional activities and undertake minor research and project tasks as required. A provision of high-quality customer service to patients and stakeholders who contact the Unit is required.

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

- Sound communication skills
- Strong organisational skills with a high degree of drive
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
- A commitment to the provision of high quality customer service

Eligibility/Other Requirements

Desirable:

- Knowledge of perioperative processes and experience working with ACTPAS and Microsoft Office Suite would be advantageous.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

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

Contact Officer: Ryan Murray (02) 5142 4175 ryan.murray@act.gov.au

Clinical Services

Critical Care

EMET Program Support Officer

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 40085)

Gazetted: 25 June 2020

Closing Date: 6 July 2020

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Overview of the work area and position

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

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

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

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

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

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

Eligibility/Other Requirements:

Hold a current driver's licence

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

Undergo a pre-employment National Police check.

Note: This is a temporary position for six months with the possibility of extension. This is a part-time role available at 7:35 hours (one day per week, working day negotiable) and the full-time salary noted above will be paid pro-rata.

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

Clinical Services

Rehabilitation, Aged and Community Services

Oral Health Services

Dental/Oral Health Therapist

Health Professional Level 1 \$62,823 - \$82,307, Canberra (PN: 15530)

Gazetted: 25 June 2020

Closing Date: 9 July 2020

Details: About us

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Overview of the work area and position:

Oral Health Services is in the Division of Rehabilitation, Aged and Community Services and offers a range of public dental services to the community including:

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.

Services include:

Preventative dental interventions and health promotion.

Emergency dental care.

Restorative and prosthetic dental care.

Some orthodontic interventions for eligible clients.

Services are delivered in the community as well as:

Gungahlin Health Centre

Belconnen Health Centre

Civic Health Centre

Phillip Health Centre

Tuggeranong Health Centre

Alexander Maconochie Centre

Mobile Dental Clinics

Eligibility/Other Requirements:

Mandatory:

Unconditional registration as a dental therapist or oral health therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Holder of a Licence Certificate with ACT Radiation Council.

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

Note:

This is a full-time temporary position available for 12 months with the possibility of extension. Hours per week are 36.45.

Contact Officer: Kathy Zagar (02) 5124 4163 kathy.zagar@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Senior Manager, Forensic Mental Health Services

Health Professional Level 5 \$128,286 - \$144,418, Canberra (PN: 36318)

Gazetted: 25 June 2020

Closing Date: 9 July 2020

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Overview of the work area and position:

Forensic Mental Health Services (FMHS) is a specialist mental health service comprising four separate teams that provide mental health services in custodial and community settings:

Court Assessment and Liaison Service

Alexander Maconochie Centre Forensic Mental Health Service

Bimberi Youth Justice Forensic Mental Health Service

Forensic Community Outreach Service

FMHS is a part of Justice Health Services which is in the Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) Division. At this level you will provide senior leadership for the clinical and administrative operations of the Forensic Mental Health Team. This includes the day to day management of human, financial and material resources allocated to ensure the provision of safe, efficient, cost effective, high quality health care services.

Eligibility/Other Requirements:

Mandatory:

Registration with the Australian Health Practitioner Regulation Agency (AHPRA) or the relevant National Board where required.

Minimum 12 months leadership/management experience.

Desirable:

Previous management experience within a health setting.

Holds or is working towards post graduate management qualifications.

A current drivers 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).

Note:

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

Contact Officer: Danielle Nagle (02) 5124 1811 danielle.nagle@act.gov.au

Clinical Services

Women, Youth and Children's

Community Health Program

Manager Child Health Targeted Support Services

Health Professional Level 5 \$128,286 - \$144,418, Canberra (PN: 28548)

Gazetted: 25 June 2020

Closing Date: 9 July 2020

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Overview of the work area and position

Child Health Targeted Support Services include the Child at Risk Health Unit (CARHU), Community Paediatric and Child Health Service (CPCHS), Child Protection Training team (CPT) and Child Protection Liaison Officer (CPLO). CARHU is based at the Canberra Hospital and provides specialist health services to children and young people who have been affected by abuse and/or neglect, and their families and carers.

CPCHS is based at the Holder Centre and is a health service for children and adolescents requiring medical assessment, treatment or review relating to suspected or established developmental delay or disability and behavioural or emotional disturbance.

The CPT team develops, provides and evaluates all mandatory child protection training for ACT Health and other health professionals upon request. This includes information around roles and responsibilities according to legislation and policies.

The CPLO position is a leadership role which promotes positive client outcomes through effective communication, liaison and negotiation between ACT Health and the Office for Children, Youth and Family Support in the Community Services Directorate.

The Manager of the Child Health Targeted Support Services (CHTSS) position is responsible for ensuring effective operational and strategic leadership of these positions and services, including working collaboratively with other services and Directorates as required.

This position provides the operational management for Child Health Targeted Support Services (CHTSS). The services in CHTSS include the Child at Risk Health Unit (CARHU), Community Paediatric and Child Health Service (CPCHS), IMPACT Program, Child Protection - Health Liaison Officer and the Child Protection Training Team. The services within CHTSS are distinguished by their provision of trauma-informed care to vulnerable children and families who have experienced complex traumas including childhood illness, disability, child abuse and trauma. The successful applicant will have current knowledge of the relevant legislative, policy and procedural frameworks for professionals within the ACT Health Directorate.

Suitable applicants are invited to apply for a challenging and exciting role as the Manager of Child Health Targeted Support Services.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in a Health Profession.

Eligibility for ACT Registration where applicable and/or eligibility for membership of the appropriate professional organisation required.

Current driver's licence.

Desirable:

Tertiary post graduate qualifications in Management or Health Administration.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note:

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

Contact Officer: Deborah Colliver (02) 5124 1094 deborah.colliver@act.gov.au

Clinical Services

Medicine

Chronic Disease Management

Clinical Manager Chronic Disease Management

Health Professional Level 5 \$128,286 - \$144,418, Canberra (PN: 19272)

Gazetted: 25 June 2020

Closing Date: 9 July 2020

About us

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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

The Canberra Health Services Division of Medicine provides a range of specialist medical, nursing and allied health services. A strong emphasis is placed 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 Clinical Manager position, in close collaboration with the Chronic Disease Management Medical Director, oversees the professional and operational delivery of chronic disease management services delivered by the program, and influences chronic disease management improvement across Canberra Health Services.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in an Allied Health Profession.

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); or if from a profession that is not AHPRA regulated, be eligible for membership of relevant professional association.

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

Undergo a pre-employment Police check.

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

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

Desirable:

Previous experience in a leadership and/or management role in a health profession.

Current driver's licence.

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

Contact Officer: Jacqui Taylor (02) 5124 3603 jacqui.taylor@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Registered Nurse STEP Clinical Liaison

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 18243)

Gazetted: 25 June 2020

Closing Date: 9 July 2020

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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

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

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

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

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

This role is to provide clinical consultation, comprehensive biopsychosocial assessments and effective care co-ordination to the STEPS Residential Facility managed by Catholic Care. The role includes, conducting intake/risk assessment and clinical management to young people presenting with complex mental health needs who reside in the STEPS facility as well as developing effective partnership working with Catholic care

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

Eligibility/Other Requirements

Mandatory:

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

Experience working in a Mental Health clinical role. Strong understanding of mental health services and demonstrated advanced clinical knowledge, skills and experience in the area of practice.

Current driver's licence.

Desirable:

Holds or is working towards post-graduate qualification in Mental Health Nursing.

Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

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

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

Note

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

Contact Officer: Kalvinder Bains (02) 5124 1521 kalvinder.bains@act.gov.au

Clinical services

Mental Health, Justice Health and Alcohol and Drug Services

Rehabilitation and Specialty Mental Health Services

Gugan Gulwan Mental Health Clinician

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 47520)

Gazetted: 25 June 2020

Closing Date: 9 July 2020

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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.

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 Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) Division of Canberra Health 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. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Mental Health, Justice Health and Alcohol and Drug Services include the following programs:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

Rehabilitation and Specialty Mental Health Services

The Aboriginal and Torres Strait Islander Health and Well-Being Unit in MHJHADS provides consultation, support, liaison, and culturally appropriate and responsive care to Aboriginal and Torres Strait Islander peoples with mental health, drug and alcohol, and physical health issues, their families, and community agencies. The service is ACT-wide and encompass all age groups and all settings where mental health, alcohol and drug and justice health services are delivered in the ACT, including the Canberra Hospital (Adult Mental Health Unit, Alcohol and Drug Withdrawal Unit), the University of Canberra Hospital (Adult Mental Health Rehabilitation Unit), Community Health Centres, and Correctional Facilities (Alexander Maconochie Centre, Dhulwa Mental Health Unit, Bimberi Youth Detention Centre and the Periodic Detention Centre).

The Registered Nurse Level 3 will provide community-based mental health/alcohol and other drug outreach to youth aged 12-25 and their families. The Aboriginal Health Practitioner will:

Provide holistic comprehensive assessment, early intervention, referrals and care coordination

Establish a mental health/alcohol and other drug case management support program at Gungan Gulwan

Provide youth outreach services as required

Facilitate access to mental health, social and cultural wellbeing, and alcohol and other drugs resources and services

The position Reports to the Manager of the Specialist Youth Mental Health Outreach service. The ACT Public Service offers a local Aboriginal and Torres Strait Islander employee network (Murranga Murranga).

Eligibility/Other Requirements:

Mandatory:

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

Minimum of three years (ideal five years) post qualification

Current driver's licence

Desirable:

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

Experience working with young people.

Prior to commencement successful candidates will be required to:

Undergo pre-employment National Police check

Comply with CHS credentialing requirements for allied health.

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

Note: This is a temporary vacancy available for three years. 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 confirmation may be requested.

There are two advertisements running concurrently on Req ID 01PTI and Req ID 01PUF. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

Contact Officer: Amaly Khalaf (02) 5124 1744 amaly.khalaf@act.gov.au

People and Culture

Workforce Capability - Staff Development Unit

Advanced Life Support Clinical Educator

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 26546)

Gazetted: 25 June 2020

Closing Date: 8 July 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 focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) —a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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

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

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

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

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

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.

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

People and Culture provides HR services directly and through partnership with ACT Government Shared Services.

The services provided range from recruitment, employee relations, workplace health, workforce policy and planning, training and education. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with government and non-government service providers to ensure the best possible outcomes for staff.

The Division services include:

Industrial relations, workforce innovation and projects

Organisational Development-leadership and cultural education, performance management and My Health

Employment Services –Investigations, employee relations, recruitment and workplace health

Staff Development Unit- orientation, manual tasks, Transition to Practice programs, e-learning, learning management system, reporting, work experience, life support programs and clinical education programs

Overview of the work area and position:

This position reports to the Assistant Director of Staff Development Unit (SDU) and works in partnership with clinical teams from across the health service to ensure the delivery safe and effective care to deteriorating health care consumers.

Staff Development Unit is located on the Canberra Hospital campus and reports to the Executive Group Manager, People and Culture. SDU provides a key coordination role for Learning and Development (LandD) in CHS and provides education, including eLearning courses for clinical, technical, vocational and administrative staff in a broad range of learning and development programs which are based on the National Quality and Safety Health Service Standards and needs of the organisation. SDU manages the systems, reporting and policies for education/training in CHS.

Eligibility/Other Requirements:

Mandatory:

Current un-conditional registration or eligibility for un-conditional registration as a Registered Nurse and or Midwife with Australian Health Practitioners Regulatory Agency.

Recent clinical experience in a critical care nursing.

A current certificate as an Advanced Life Support Instructor from a recognised external training organisation.

Sound understanding of education and adult learning.

Experience in the development and facilitation of simulated learning, including clinical debrief.

Desirable:

Commitment and accountability to own learning, development and practice with postgraduate qualifications in critical care nursing and/or education with extensive relevant experience.

Certificate IV Training and Assessment or equivalent and experience in teaching is desirable

Competent in Paediatric Life Support

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 or Deborah Moore 0468 599 406 or (02) 5124 7057 Karen.obrien@act.gov.au or Deborah.Moore@act.gov.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

Policy and Cabinet

Cabinet, Assembly and Government Business

Assembly and Government Business

Senior Assembly Coordination and Support Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 15951)

Gazetted: 24 June 2020

Closing Date: 8 July 2020

Details: The Cabinet, Assembly and Government Business branch is looking for a Senior Assembly Coordination and Support Officer who enjoys being at the forefront of government decision making and supporting the passage of material being considered by the Legislative Assembly and Cabinet.

To undertake this role successfully, you will have a detailed understanding of the ACT Government's Cabinet, Assembly and Government Business activities, applying your knowledge to support the Assembly business and Government Reporting. You will play a key role in advising and supporting other directorates' Cabinet and Assembly liaison teams.

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

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

How to Apply: Please submit a written application addressing the Selection Criteria (no more than 300 words per criteria). Please provide evidence of your suitability for the role by including examples that clearly demonstrate

your relevant Skills, Knowledge and Behavioural Capabilities, and provide a current curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Pam Darville (02) 6205 0543 Pam.Darville@act.gov.au

Partnership Services Group

Commercial Services

Record Services

Project Sentencing Team Leader

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 48173)

Gazetted: 23 June 2020

Closing Date: 30 June 2020

Details: Do you enjoy a challenge that allows to utilise your leadership, investigation and problem-solving skills? Do you have a high attention to detail and high level of understanding of legislation and policy frameworks governing the management of ACT Government records and information?

Records services is currently looking for a highly motivated individual to lead a team to undertake pilot project to scope the benefit of inventorying and sentencing undocumented/legacy papers records. You will be required to collate and analyse data, reporting the findings through to senior management.

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

Note: This is a temporary position available until 31 December 2020 with the possibility of extension and/or permanency.

How to Apply: Applicants should submit their application in the form of a pitch writing against the technical and behavioural capabilities keeping to a limit of two pages. Please also attach 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: Deanne Allum-Walsh (02) 6207 7075 Deanne.Allum-Walsh@act.gov.au

Office of the Chief Digital Officer

ACT Digital

System and Customer Support Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 47809, several)

Gazetted: 23 June 2020

Closing Date: 7 July 2020

Details: The Office of the Chief Digital Officer, ACT Digital program is seeking two highly motivated individuals with experience in providing first level technical support, who are keen to work in a dynamic digital service delivery environment. ACT Digital embraces the latest Cloud technology to deliver high quality citizen-facing digital services. The whole of government digital services platform and ACT Digital Account uses Salesforce Platform as a Service (PaaS), a proven model for running applications without maintaining on-premises hardware and software infrastructure. The System and Customer Support Officer's work as part of a broader team, to learn and build capability in configuring and administering the ACT Digital Account and associated services. The positions are also required to perform troubleshooting tasks and provide frontline customer assistance to citizens, external stakeholders and directorate back-end users. We are looking for people with a strong customer service and team focus, with a desire to learn, grow and embrace new ways of working. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Mandatory: Pre-employment National Police Check (for new ACT Government employees) and an ACT Government CMTEDD Baseline clearance.

Note: These positions will be moving to a new workplace designed for activity-based working (ABW) in 2020.

Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a response of no more than three pages addressing the Selection Criteria (Professional/Technical Skills and Knowledge, and Behavioural Capabilities). Please also provide a current

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: Kaia Ivancic (02) 6205 9802 kaia.ivancic@act.gov.au

Corporate

Corporate Management

Corporate and Coordination Services

Fleet and Facilities Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 40328)

Gazetted: 19 June 2020

Closing Date: 26 June 2020

Details: Chief Minister, Treasury and Economic Development (CMTEDD) is looking for an experienced Fleet and Facilities Officer. You'll need to be good at multi-tasking, stakeholder liaison and relationship management and have understanding of emergency management requirements within ACT Government. This role supports CMTEDD facilities and emergency requirements at a number of our locations, and fleet across the majority of the Directorate.

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 provide a two page pitch with your response to the Selection Criteria and requirements, along with your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Glen Cayiryls (02) 6205 0650 Glen.Cayiryls@act.gov.au

Partnership Services Group

Commercial Services

Record Services

Project Sentencing Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 48174, several)

Gazetted: 23 June 2020

Closing Date: 30 June 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? Records Services is currently looking for a highly motivated individual who as a part of a team will contribute to the overall team performance to achieve the project goals. You will analyse records to create and maintain records by inputting data into Record management systems accurately, in accordance with Record Services processes. 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: These are temporary positions available until 31 December 2020 with the possibility of extension and/or permanency.

How to Apply: Applicants should submit their application in the form of a pitch writing against the technical and behavioural capabilities keeping to a limit of two pages. Please also attach a currently 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: Deanne Allum-Walsh (02) 6207 7075 Deanne.Allum-Walsh@act.gov.au

Policy and Cabinet

Wellbeing and Economic and Regional Policy

Executive Assistant

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 36647)

Gazetted: 19 June 2020

Closing Date: 3 July 2020

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, Treasurer, Minister for Economic Development and the Cabinet on policy, financial and economic matters, service delivery and whole of government issues.

Policy and Cabinet Division provides advice and direction across the ACT Public Service on complex policy matters, incorporating a central agency coordination role in strategic planning, social and economic policy, spatial planning, regional policy and engagement, and across-government information and ICT strategy. The Policy and Cabinet Division supports the Chief Minister, Cabinet and the Director-General as Secretary of Cabinet, through the provision of policy and support, including Cabinet secretariat functions and advice. The Division also provides secretariat and policy support to the ACT Public Service Strategic Board, chaired by the Head of Service, which comprises the Directors-General of all ACT Government agencies.

The occupant of this position will provide administrative and executive support functions to specific Executives and their branches across the Division.

Will work under reasonable direction from specified Executives to:

Provide administrative and executive support to specific Division Executives.

Undertake a range of administrative tasks across the Division, including travel and meeting arrangements, coordinate and assist with input to reports and external requests as required, records management (TRIM database), answering telephone calls and other enquiries.

Undertake minor research and prepare less complex responses to correspondence.

Support the Finance and HR Officer to prepare accounts for processing and coding.

Provide secretariat services to a range of executive led meetings, as required.

Foster and support positive and productive relationships with all areas of CMTEDD and ACT Government.

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:

Desirable:

Recent experience, of twelve months or greater. Qualifications in executive support highly desirable.

Note: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions most staff are currently working from home with limited access to on-site working. Selection may be based on application and referee reports, interviews may not necessarily be held. If interviews are held they will be face-to-face with an assessment as part of the process. Physical distancing procedures will be strictly adhered to. Staff are currently working from home due to the COVID-19 restrictions, please discuss any concerns you may have with the Contact Officer.

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role.

The pitch should:

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

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

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

Applicants must submit a current curriculum vitae including details of work history (roles, timing, responsibilities and achievements), qualifications and two referees including their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen O'Sullivan (02) 6207 2201 Karen.O'Sullivan@act.gov.au

Shared Services ICT

Customer Engagement Services

CMTEDD and PATOCS ICT

ICT Services Officer

Information Technology Officer Class 1 \$70,058 - \$79,749, Canberra (PN: 47795)

Gazetted: 22 June 2020

Closing Date: 6 July 2020

Details: Are you interested in genuinely helping people? Do you enjoy working in a collaborative team? Do you have a desire to ensure a strong relationship in regard to the partnership between Directorates and ICT? If yes, then we'd like to hear from you.

We are looking for a highly motivated, industrious professional who can communicate with influence, have a person-centric approach and enthusiastically work with others to identify solutions to overcome barriers and achieve work outcomes.

The SSICT CMTEDD and PATOCS ICT embedded team is seeking an ICT Services Officer to join the Operations team.

The occupant of the position will be responsible for:

Supporting all business units within CMTEDD and PATOCS (Public Authorities and Territory Owned Corporations) in ICT matters

Actioning, authorising and monitoring of service requests in Service Now

Asset management which includes planning, auditing and refreshes

Assist with ICT projects and initiatives according to agreed standards.

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: Experience in customer service in an ICT environment is highly desirable.

Note: This is a temporary position available immediately until 1 June 2021. Selection may be based on application and referee reports only. An order of merit may be established from this selection process 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 late 2020/early 2021. 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 submit a written application of up to two pages addressing your suitability for the role taking into account the Professional/Technical Skills and Knowledge and Behavioural capabilities. Applications should include a current curriculum vitae with the details of two referees (one must be a current supervisor).

For further information on eligibility requirements, please go to: <https://www.jobs.act.gov.au/how-we-hire/eligibility-to-apply>.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sara Brown (02) 6207 1288 Sara.Brown@act.gov.au

Treasury

Procurement, Property and Venues

Venues Canberra/National Arboretum and Stromlo Forest Park

Horticulturist

General Service Officer Level 5/6 \$56,595 - \$62,286, Canberra (PN: 37853)

Gazetted: 23 June 2020

Closing Date: 14 July 2020

Details: The National Arboretum Canberra is seeking an experienced and highly motivated candidate to join their growing team. Based at the Arboretum, the successful candidate will report directly to the Horticultural Supervisor, and will be responsible for providing routine horticultural maintenance and assist with the continual development and enhancement of the landscape. Within limited supervision, the Horticulturist will provide hands on technical maintenance and advise on maintenance requirements within the Arboretum's living collection. Strong communication and interpersonal skills are essential for this role. The successful candidate will adhere to and promote the principles of the ACTPS Respect, Equity and Diversity (RED) and Work Health and Safety framework, and Signature Behaviours to maintain a safe, healthy, fair and productive workplace for all team members. If you are an experienced, passionate and motivated horticulturist, 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:

Mandatory:

Current manual driver's licence.

First Aid Certificate or a willingness to undertake training.

Desirable:

Certificate III or equivalent in horticulture.

Truck and/or plant licences.

Chainsaw operator's qualifications.

Side by side ATV operator's qualifications.

WHS Construction Industry Induction White Card.

Chemical application, storage and transport qualifications (Chemcert).

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

How to apply: Applicants are to address the Selection Criteria as set out in the Position Description, provide a current curriculum vitae and the names and contacts of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tim Howard 0435 160 215 tim.howard@act.gov.au

Treasury

Procurement, Property and Venues

Venues Canberra/National Arboretum and Stromlo Forest Park

Horticultural Field Officer

General Service Officer Level 3/4 \$51,053 - \$55,752, Canberra (PN: 38123)

Gazetted: 18 June 2020

Closing Date: 9 July 2020

Details: The National Arboretum Canberra is seeking an experienced and highly motivated candidate to join their growing team. Based at the Arboretum, the successful candidate will report directly to the Horticultural Supervisor and will be responsible for providing routine horticultural maintenance and assist with the continual development and enhancement of the landscape. Within limited supervision, the Horticultural Field Officer will provide hands on technical maintenance and advise on maintenance requirements within the Arboretum's living collection.

Strong communication and interpersonal skills are essential for this role. The successful candidate will adhere to and promote the principles of the ACTPS Respect, Equity and Diversity (RED) and Work Health and Safety framework, and Signature Behaviours to maintain a safe, healthy, fair and productive workplace for all team members. If you are experienced, passionate and motivated in the field of horticulture, 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:

Mandatory:

Current manual driver's licence.

First Aid Certificate or a willingness to undertake training

Desirable:

Certificate III or equivalent in horticulture.

Truck and/or plant licences.

Chainsaw operator's qualifications.

Side by side ATV operator's qualifications.

Workplace Health and Safety Construction Industry Induction White Card.

Chemical application, storage and transport qualifications (Chemcert).

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

How to Apply: Applicants are to address the Selection Criteria as set out in the position description, provide a current curriculum vitae and the names and contacts of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tim Howard 0435 160 215 tim.howard@act.gov.au

Shared Services ICT

Customer Engagement Services

CIT ICT

Senior Applications Administrator

Senior Information Technology Officer Grade C \$108,926 - \$117,249, Canberra (PN: 05456)

Gazetted: 22 June 2020

Closing Date: 8 July 2020

Details: The Shared Services ICT - Canberra Institute of Technology (CIT) ICT team administer the business systems servicing the administrative and operational needs of the CIT. In this role, you will provide second-level and third-level support for the institute's Student Management System - Banner.

You will maintain the configuration, customisation, and occasionally develop enhancements for this application, as well as respond to technical incidents as they arise.

You will work collaboratively with the CIT Banner Support team to deliver exemplary customer service.

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

Eligibility/Other Requirements: You should be highly experienced with contemporary web development languages, Java/Java Enterprise, JavaScript, Oracle Reports, Spring Framework, PL/SQL and Linux-based server hosting environments. Experience in Groovy, Grails, Apache Tomcat and the Banner suite of applications is highly desirable.

You should also be proficient in software configuration management using version control tools such as Git or Microsoft Team Foundation Server.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Baldev Mandhan (02) 6207 5167 Baldev.Mandhan@act.gov.au

Finance and Budget Group

Financial Reporting and Frameworks Branch

Assistant Director – Financial Reporting

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 33372)

Gazetted: 22 June 2020

Closing Date: 6 July 2020

Details: Are you looking for an exciting opportunity to work on a wide breadth of issues in the ACT Government?

Do you want to help develop and manage financial reporting in the ACT Government, develop financial accounting related policy advice for Government or work with a range of statutory related financial reporting issues?

The ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for an Assistant Director - Financial Reporting to join the team. The position provides a great opportunity to see the inside workings of ACT Treasury, and to contribute to delivering the Government's key policy priorities including planning and oversight of financial management and frameworks in the ACT.

The successful applicant will join a small team undertaking the Whole-of-Government financial reporting including the preparation of consolidated financial statements; undertaking complex research and analysis in accounting policy; developing advice about financial and performance outcomes, cost pressures and unspent funds; assisting to develop annual budget papers; collaborating on research and analysis projects; and liaising with people in the directorate and in other parts of the ACT Government.

We are looking for applicants who are able to use (or learn to use) our in-house budget and reporting systems, including TM1, Oracle and the Government Budget Management System (GBMS) in the analysing and reporting on financial and policy issues. We also seeking good communicators and team players with leadership ability who are enthusiastic and can work to tight deadlines.

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 or post graduate qualifications in relevant areas such as Accounting, Economics, Commerce or Finance is preferred. CPA/CA membership would be highly regarded.

Note: A merit pool will be established from the selection process and this may be used to fill identical vacancies over the next 12 months.

How to Apply: Please provide a curriculum vitae, responses to the Selection Criteria demonstrating why you are the right person for the position and details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margaret Barnes (02) 6207 5653 margaret.barnes@act.gov.au

Shared Service ICT

Strategic Business

Portfolio Governance

Assistant Director - Portfolio Specialist

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 38304)

Gazetted: 18 June 2020

Closing Date: 2 July 2020

Details: Are you experienced in financial management and reporting solutions for billable projects and Whole of Government projects and programs? Have you developed and managed reports in multiple formats including Microsoft Excel, Power BI and ServiceNow? Have you ever created reporting dashboards in ServiceNow (or similar) that are both comprehensive and easy for senior managers to understand? If so, then this is the role for you!

Located in the Strategic Business Branch of Shared Services ICT, our team is looking for an experienced Portfolio Specialist who can guide and support senior managers on issues related to portfolio reporting. This is a leadership position, and you will mentor less experienced staff members while being hands-on by creating reports, dashboards, and cost models. You will be analytical, detail-oriented, but persuasive with your advice.

Eligibility/Other Requirements: Relevant Tertiary qualifications highly desirable. Note: An order of merit list may be established to fill future vacancies at level over the next 12 months. How to Apply: Please submit a two page pitch addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities, accompanying your pitch please provide your curriculum vitae. Applications should be submitted via the Apply Now button below. Contact Officer: Barbara Hoyle (02) 6207 0837 barbara.hoyle@act.gov.au

Community Services

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

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

Housing ACT

Infrastructure and Contracts

Asset Delivery

Director, Asset Delivery

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 27131)

Gazetted: 19 June 2020

Closing Date: 26 June 2020

Details: Applications are open for the position of Director within the Asset Delivery team, Housing ACT, Infrastructure and Contracts Branch.

The Director assists the Senior Director and manages the operations and team to deliver the annual construction program and associated works, in the context of the ACT Housing Strategy and the Public Housing Asset Management Strategy.

The position occupant will be expected to demonstrate strong management and leadership capability, possess excellent interpersonal, organisational and communication skills in order to monitor program performance,

develop and implement systems to ensure transparency, accountability, innovation and improved efficiency. More details can be found in the position description.

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

Eligibility/Other Requirements:

Essential:

- experience leading teams;

Highly desirable

- Qualifications in project management or construction/design will be highly regarded.

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

Selection may be made from application alone.

How to Apply: Applications should be limited to one to two pages and written as if it were an expression of interest, as well as providing a current curriculum vitae and referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Pete Perez (02) 6205 8478 Pete.Perez@act.gov.au

Cultural Facilities Corporation

ACT Historic Places

Strategic Business

Infrastructure and Facilities Manager

Infrastructure and Facilities Manager

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 9015)

Gazetted: 22 June 2020

Closing Date: 6 July 2020

Details: ACT Historic Places is seeking an experienced and enthusiastic Infrastructure and Facilities Manager to oversee the property management and maintenance at Lanyon Homestead, Mugga-Mugga Cottage and Calthorpes' House. This is an exciting opportunity to work on a broad range of assets at three heritage listed and iconic Canberra sites. The successful applicant will have a strong background in asset management and coordination of property/building maintenance and operation programs. Your work supports the broader conservation, education, interpretation and public uses of our beautiful sites.

ACT Historic Places manages three historical properties including Lanyon Homestead, Calthorpes' House and Mugga-Mugga Cottage. We deliver diverse cultural experiences to our community through exhibitions, public and education programs and presentation of the cultural heritage and social history of the Canberra region. ACT Historic Places is part of the Cultural Facilities Corporation, an ACT Government Enterprise.

Eligibility/Other Requirements:

- Degree/Trade or extensive experience is preferred.
- Driver's licence.

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

How to Apply: Applicants must submit a current curriculum vitae and written response to the Selection Criteria outlined in the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anna Wong 0466 423 375 anan.wong@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

Belconnen Network

Latham Primary School

Business Manager

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 44434)

Gazetted: 24 June 2020

Closing Date: 2 July 2020

Details: Latham Primary School is a dynamic school that caters for students from Preschool to Year 6. The Business Manager plays a vital role in the facilitation of services including maintaining relationships and partnerships with families and the wider community. We are seeking applications for a permanent Business Manager. The Business Manager manages school operations such as Finance, Human Resource, Building and Grounds, Risk and Compliance. The ideal applicant will have demonstrated high level management skills; ability to communicate effectively with all stakeholders ensuring high quality customer service is delivered. The position is required to liaise and support the Principal to ensure continuity in the delivery of key programs across the school. Participate as a member of the executive team, respond to, interpret and provide strategic reporting data and analysis to both the principal and school board. Further duties include supervision responsibility for administrative officers engaged in various designated roles and assist each with personal performance and professional development. Eligibility/Other Requirements: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to:

www.worksafe.act.gov.au/health_safety. Prior to commencing 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: Selection may be based on application and referee reports only. Applicants are strongly encouraged to contact the Principal for further information regarding this position. This position requires a high understanding of financial and HR management, computer systems and an understanding of the school environment.

How to Apply: Applicants should provide a copy of your current curriculum vitae, responses against the Selection Criteria located in the Position Description and contact details of referees. Further information may be obtained from the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen Wilson (02)6142 0079 karen.wilson@ed.act.edu.au

School Performance and Improvement

North and Gungahlin Network

Margaret Hendry School

Margaret Hendry School Building Service Officer

Building Service Officer 3 \$69,594 - \$73,540, Canberra (PN: 48143)

Gazetted: 24 June 2020

Closing Date: 8 July 2020

Details: Margaret Hendry School is seeking an experienced officer for the position of Building Services Officer (BSO). The successful applicant will be responsible for maintaining school buildings and grounds in a clean and tidy condition with a regard to health and safety and security hazards; complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements.

The successful applicant should demonstrate a willingness to work with the school community and outside partnerships to achieve initiatives and programs that align with the schools vision and establishment plan.

The successful applicant will demonstrate a commitment to sustainable practices and a love of working with children and community.

Eligibility/Other requirements: Desirable skills in the successful applicant include knowledge of digital technology systems, hardware, horticulture and sustainability. An industry recognised qualification in trade skills or equivalent work experience; and a First Aid Certificate is desirable.

Prior to commencing in this role the following is required: a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804, Mandatory Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: http://www.worksafe.act.gov.au/health_safety. An industry recognised qualification in trade skills or equivalent work experience; and a current First Aid Certificate is

desirable. Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment, for example: Working at Heights and Sharps training.

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

How to Apply: Please include a response to the Selection Criteria, a current curriculum vitae and copies of qualifications if applicable.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirralee Larkin (02) 6142 2800 Kirralee.Larkin@ed.act.edu.au

School Performance and Improvement Division

Belconnen Network

Macquarie Primary

Building Services Officer

Building Service Officer 2 \$59,578 - \$62,286, Canberra (PN: 34993)

Gazetted: 18 June 2020

Closing Date: 9 July 2020

Details: Macquarie Primary School is looking for a dynamic and enthusiastic Building Services Officer (BSO). As BSO, you are responsible for the day to day maintenance and security of the school grounds, buildings, furniture, fittings and equipment. With initiative and self-motivation, you will identify and prioritise tasks and see them through to completion with minimal supervision. You will work closely with the Business Manager to coordinate and oversee maintenance programs and contractors. You will have good interpersonal skills and be able to communicate effectively with a wide range of stakeholders and have the ability to prioritise tasks under pressure. An industry recognised trade qualification will be highly regarded.

Eligibility/Other Requirements:

Evidence of a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to: [Access Canberra](#)

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior. For further information refer to: [Access Canberra](#)

A pre-employment medical clearance is required prior to commencement.

Mandatory Training in other WHS procedures may be required during employment: for example Working at Heights, Sharps.

Desirable: An industry recognised trade qualification or equivalent work experience. A current First Aid certificate.

How to Apply: Applicants must submit a current curriculum vitae and written response to the Selection Criteria along with two referee reports from recent managers.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ann Walker (02) 6142 1550 ann.walker@ed.act.edu.au

Executive Branch Manager, Digital Strategy Services and Transformation

Temporary Vacancy (15 August 2020 – 30 September 2020 with possibility of extension)

Education Directorate

Digital Strategy Services and Transformation

Position: E841

(Remuneration equivalent to Executive Level 1.3)

Date circulated: 22 June 2020

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

The Executive Branch Manager (EBM) works to the Executive Group Manager as a member of the Directorate's executive team to provide strategic leadership for the ACT in school education, early childhood care and education. The EBM is pivotal to guiding the Directorate's engagement with digital transformation and alignment to the ACT Government's Digital Canberra concept. This Executive leads significant change management and business innovation across the Directorate and is accountable for the design and delivery of Education's digital strategy and records management program. The EBM leads a range of ICT programs, business transformation initiatives and is responsible for the design and implementation of the service delivery arrangements with Shared Services ICT. The EBM also fulfils a leadership role across the ACT Public Service – participating in cross government working committees and project boards. The EBM also represents the Directorate on national committees and working groups including the National Systems Interoperability Program and Chief Information Officers' forums. The EBM requires a diverse skill set – encompassing in-house consultancy services, strategist, risk management, contract management, service delivery assurance and strategic stakeholder consultation.

Key responsibilities of the Chief Information Officer role are:

- Development and implementation of the e-learning strategy
- Development and implementation of a contemporary e-business systems
- Management of the Directorate's information assets

The function provides advice to Deputy Director-General, Director-General, other members of the organisation's executive team and the Minister and Cabinet. The EBM leads the Digital Strategy, Service Delivery Design Branch.

The major responsibilities of the branch are:

- Strategic planning and delivery of the Directorate's ICT enabled digital transformation portfolio.
- Service planning and assurance of established ICT services for schools and central office and strategic leadership of shared services ICT.
- Leadership of the Education project management office for ICT enabled business transformation including a team of program managers and business analysts.
- Delivery of the legislated records management obligations for the Directorate.
- Directorate Policy development for all ICT and records management functions.
- Delivery of fit for purpose ICT enabled business systems that underpin fast, reliable, efficient and sustainable services for Education stakeholders.

Applications should address the ACTPS Executive Capabilities:

Leads and values people

- Motivates and develops people
- Values diversity and respects individuals
- Builds a culture of improving practice

Shapes strategic thinking

- Inspires a sense of purpose and direction
- Encourages innovation and engages with risk
- Thinks broadly and develops solutions

Achieves results with integrity

- Develops organisational capability to deliver results
- Manages resources wisely and with probity
- Progresses evidence-based policies and procedures
- Shows sound judgement, is responsive and ethical

Fosters collaboration

- Listens and communicates with influence
- Engages effectively across government
- Builds and maintains key relationships

Exemplifies citizen, community and service focus

- Understands, anticipates and evaluates client needs
- Creates partnerships and cooperation
- Works to improve outcomes

To apply: Your application should include an EOI of no more than 2 pages outlining what you could contribute to this critical role, details of two referees and a current curriculum vitae to Ross Hawkins via email to ross.hawkins@act.gov.au by COB Monday 29 June 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 \$236,451 - \$245,570 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$182,388.

Contact Officer: Ross Hawkins (02) 6207 0632 ross.hawkins@act.gov.au

Business Services

Executive Branch Manager, People and Performance

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E222)

Gazetted: 19 June 2020

Closing Date: 10 July 2020

Details: The Executive Branch Manager reports to the Executive Group Manager Business Services and is part of the Directorate's Corporate Executive team. The position requires a person with exceptional leadership and executive management skills. The position is responsible for planning, developing, co-ordinating and

implementing human resources strategies, policies and processes for the Directorate to optimise use of human resources in achieving corporate goals. The Executive Branch Manager is responsible for working with senior colleagues to build the workforce capability of all staff and to improve business productivity and learning outcomes. The position reports to the Executive Director Business Services and provides the Director-General and Senior Executive Team with strategic advice across the full range of human resource management functions. The Executive Branch Manager People and Performance is responsible for:

- providing high quality, client focused human resources services to ensure the Directorate maintains a highly skilled, sustainable workforce;
- providing expert advice and assistance to senior executives on a broad range of strategic HR management activities in accordance with relevant legislation, policies and guidelines;
- building organisational capability to achieve the outcomes of the strategic plan;
- developing and implementing Directorate strategic for workforce planning (including increasing teacher effectiveness);
- strategically analysing workforce data to underpin evidence-based advice and support to the Directorate executive;
- building capacity of school principals as workforce leaders and managers;
- ensuring safety in schools and workplaces;
- supporting continuous improvement through workplace agreements;
- maintaining effective partnerships to ensure client focused services; and
- ensuring the values and behaviours of the Directorate are upheld through strong HR policy and procedures.

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: Applications should include a Curriculum Vitae and supporting claims against the Executive Capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Parkinson (02) 6205 1289 andrew.parkinson@act.gov.au

Service Design and Delivery

Learning and Wellbeing Policy and Design

Senior Director Inclusion

Senior Officer Grade A \$148,991, Canberra (PN: 48133)

Gazetted: 22 June 2020

Closing Date: 8 July 2020

Details: The Senior Director Inclusion, under broad direction, is responsible for the management of policies and projects and the provision of advice to senior executive in the area of Disability Education. This work takes a student focused and evidence-based approach to support inclusive education and student engagement in all ACT government schools.

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

How to Apply: Please submit a response to the Selection Criteria (maximum four pages), current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan (02) 6205 1310 sddrecruitment@act.gov.au

Office for Schools

Yarralumla Primary School

Junior Team Leader

School Leader C \$122,856, Canberra (PN: 32736, expected vacancy)

Gazetted: 19 June 2020

Closing Date: 3 July 2020

Details: Yarralumla Primary School is an English-Italian Bilingual P - 6 school with around 470 students, that also offers a Cycle 1 Montessori program (ages 3 – 5), and a Learning Support Unit Autism. Applications are sought from a dynamic, high-performing educator and leader who would relish the professional opportunities and challenges of the following School Leader C role: The successful applicant will:

Actively contribute to the identification, development and achievement of whole school strategic priorities;
Collaborate closely with the Italian Coordinator and lead and quality assure the development and implementation of curriculum, pedagogy and assessment practices that meet the learning needs of students in English and Italian;
Model collaborative, inclusive and innovative approaches to engaging all students in our unique English Italian learning community.

Effectively lead the Junior (K – 2) team consisting of both Italian and English streams, including coaching beginning and new staff.

Facilitate a growing PLC culture with an increasing focus on data-based decisions

Eligibility/Other Requirements: Prior experience in a bilingual setting an advantage. A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*. Selection method: A JSC selection committee will be established. Selection may be based on application and referee reports only. A Statement of Claims of no more than five pages, based on the position information and School leader Capability Framework Professional Practices.

Note: Applications for this positions will be assessed in accordance with the EDU Procedures for filling school leader positions i.e. existing school leaders applying for transfer will be considered in isolation prior to assessment of any application for promotion/appointment.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennie Lindsay (02) 6142 3250 Jennie.Lindsay@ed.act.edu.au

People and Performance

South Weston

Mount Stromlo High School

Executive Teacher Humanities

School Leader C \$122,856, Canberra (PN: 02608)

Gazetted: 19 June 2020

Closing Date: 26 June 2020

Details: Mount Stromlo High School is a 7 - 10 school seeking a highly motivated school leader to work as part of the school leadership team to deliver excellent results.

Duties include but are not limited to:

- Work with the executive team to develop a genuine, connected and strategic executive team to achieve whole-school goals and implement the school plan
- Lead a professional learning community within the Humanities faculty with a collaborative approach to learning, teaching and assessment and support staff in meeting student learning needs
- Lead a dynamic Humanities faculty with particular focus on promoting pedagogies to build inquiry skills sets.
- Lead and promote a culture of student-centred learning and critical thinking
- Build classroom teacher capacity through effective coaching and mentoring with a comprehensive understanding and skill set in providing feedback to teachers for continuous improvement
- Support the leadership team to establish and maintain a Professional Learning Community, demonstrating positive and respectful relationships with staff, students and the wider school community. Undertake an appropriate teaching load as determined by the principal

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

Applying for the position: Questions about individual school leader positions should be directed to the relevant Contact Officer. This can help when preparing your submission as the contact officer be able to share with you more detailed information about the position, allowing you to tailor your response. Conducting some research about the Directorate, the ACT Government and the ACT Public Service before making a submission can also provide you with insights to help make your responses more relevant. The aim of a written response is to provide the selection panel with clear, concise information and evidence about your demonstrated suitability and potential

to perform the role effectively. Before you start your written response, check the format and style that is being requested as this may differ from other formats and styles you've prepared previously. Any written response should be persuasive with evidence-based examples to demonstrate your abilities.

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and two referees. **Statement of claims based on the Position Information and School Leader Capability Framework:** The statement of claims is integral to the application. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

Resume/CV: Your resume or CV should be up to date and provide relevant information about your education, employment history, experience and workplace achievements. It should be formatted to make it easy to read.

Referees: In choosing referees, consider how well they know your work and can speak about your capabilities.

Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

The selection process: The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome. Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Radford (02) 6142 3444 Peter.Radford@ed.act.edu.au

Office for Schools

South Weston Network

Alfred Deakin High School

School Leader Student Wellbeing

School Leader C \$122,856, Canberra (PN: 10682)

Gazetted: 19 June 2020

Closing Date: 3 July 2020

Details: Alfred Deakin High School is seeking an educational leader who can advance ongoing school improvement in the key domains of learning growth and wellbeing for all students. Specifically,

- In line with the Future of Education Strategy and ADHS strategic improvement planning, work within the Executive team and PLC context to lead whole school evidence based strategies to impact student outcomes.
- Lead the use of evidence based and data informed practices to enhance student wellbeing and academic engagement.
- Lead the development of a multidisciplinary team including teaching, administrative and allied health professionals.
- Provide leadership in the formulation and systems based implementation of policies and procedures regarding educational needs of students.
- In conjunction with the senior executive, lead in the ongoing development of community, stakeholder and agency relations to enhance student learning and wellbeing.
- Assist Principal with other whole of school leadership and management functions based on school needs.

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

Note: Applications for this positions will be assessed in accordance with the EDU Procedures for filling school leader positions i.e. existing school leaders applying for transfer will be considered in isolation prior to assessment of any application for promotion/appointment.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: David Briggs (02) 6142 3888 David.Briggs@ed.act.edu.au

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

School Performance and Improvement

North and Gungahlin Network

Lyneham Primary School

School Leader C/Executive Teacher

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

Gazetted: 19 June 2020

Closing Date: 3 July 2020

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

Job Description:

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

High level leadership skills focusing on Literacy, Numeracy, Inquiry, Learning Technologies and the Australian Curriculum to deliver excellent student outcomes P-6;

Using evidence-based practices in pedagogy, planning, assessment and reporting, as part of the school improvement process.

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

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

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

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

Note: Applications for this positions will be assessed in accordance with the Education Procedures for filling school leader positions i.e. existing school leaders applying for transfer will be considered in isolation prior to assessment of any application for promotion/appointment.

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

Applications should be submitted via the Apply Now button below.

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

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

School Performance and Improvement

North and Gungahlin Network

Neville Bonner Primary

Executive Teacher Years 3-6

School Leader C \$122,856, Canberra (PN: 30933)

Gazetted: 19 June 2020

Closing Date: 26 June 2020

Details: Neville Bonner Primary is a Preschool to Year Six school with a growing and diverse population. We strive to provide a welcoming, safe and nurturing environment which supports children to excel as learners. We are currently seeking highly motivated and dynamic school leaders with the skills and knowledge to:

Mentor, coach and guide quality teaching and learning in a large primary school;

Engage collaboratively as a member of the School Leadership Team;
Demonstrate leadership commitment to deepening understanding of and appreciation for Aboriginal and Torres Strait Islander histories and cultures across the school;
Provide support for teachers, in particular new educators, to foster quality teaching and learning;
Lead teams to promote contemporary curriculum and pedagogy, particularly in English and or Mathematics;
Support students within a Respectful Relationships framework;
Implement innovative partnerships practices with families and the wider school community.
Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.
Note: 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. Applications for this positions will be assessed in accordance with the EDU Procedures for filling school leader positions i.e. existing school leaders applying for transfer will be considered in isolation prior to assessment of any application for promotion/appointment.
How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities and job description outlined in the application package (maximum five pages) and two referees. *Applications should be submitted via the Apply Now button below.*
Contact Officer: Fran Dawning (02) 6142 1201 Fran.Dawning@ed.act.edu.au
Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

School Performance and Improvement
North and Gungahlin Network
Neville Bonner Primary
Executive Teacher Community Engagement
School Leader C \$122,856, Canberra (PN: 42686)

Gazetted: 19 June 2020

Closing Date: 26 June 2020

Details: Neville Bonner Primary is a Preschool to Year six school with a growing and diverse population. We strive to provide a welcoming, safe and nurturing environment which supports children to excel as learners. We are currently seeking highly motivated and dynamic school leaders with the skills and knowledge to:

Mentor, coach and guide quality teaching and learning in a large primary school;
Engage collaboratively as a member of the School Leadership Team;
Demonstrate leadership commitment to deepening understanding of and appreciation for Aboriginal and Torres Strait Islander histories and cultures across the school;
Provide support for teachers, in particular new educators, to foster quality teaching and learning;
Lead teams to promote contemporary curriculum and pedagogy, particularly in English and or Mathematics;
Support students within a Respectful Relationships framework; implement innovative partnerships practices with families and the wider school community.

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

Note: 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. Applications for this positions will be assessed in accordance with the EDU Procedures for filling school leader positions i.e. existing school leaders applying for transfer will be considered in isolation prior to assessment of any application for promotion/appointment.

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities and job description outlined in the application package (maximum five pages) and two referees. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Fran Dawning (02) 6142 1201 Fran.Dawning@ed.act.edu.au

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

Service Design and Delivery

Student Engagement

Network Student Engagement Team

Inclusion Officer - Network Student Engagement Team

School Leader C \$122,856, Canberra (PN: 03697, several)

Gazetted: 19 June 2020

Closing Date: 3 July 2020

Details: Are you passionate about creating safe and supportive school environments and achieving an inclusive school culture? Do you have a demonstrated understanding of disability and trauma and neuroscience informed education practices? Do you enjoy and are good at coaching and mentoring to build the capability of others? If so, then the role of Inclusion Officer, Network Student Engagement Team (NSET) may be for you. Our ideal candidates will have excellent interpersonal, communication and relationship building skills, with the ability to work with schools to develop an effective school-wide support model that addresses universal, selected and targeted interventions. You will work closely with School Leadership teams and Classroom Teachers to design and plan strategies, interventions and make reasonable adjustments to the learning program and/or learning environment for students with disability, complex needs and/or a trauma background. You will be an excellent team player with the ability to work collaboratively as part of an inter-professional team to assess, hypothesise and implement evidence-based interventions. You will be self-motivated with a drive to make a difference and work with schools to explore student-centred flexible learning, attendance and curriculum options for students who are disengaged, or at risk of disengaging from school. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Highly Desirable: Qualifications and/or significant experience in teaching students with disability, complex needs and/or a trauma background. Note: These are temporary positions available immediately for a period of two years with the possibility of extension. An order of merit list may be established to fill future vacancies at level over the next 12 months. How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees. Please include a copy of your TQI and WWVP registrations. Applications should be submitted via the ApplyNow button below. Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position. Contact Officer: Brendan Briggs (04) 6649 4250 brendan.briggs@ed.act.edu.au

Service Design and Delivery

Learning and Wellbeing Policy and Design

Learning and Teaching Policy and Service Design

Assistant Director - Learning and Teaching Policy and Service Design

School Leader C \$122,856, Canberra (PN: 02281, several)

Gazetted: 19 June 2020

Closing Date: 30 June 2020

Details: The Assistant Director Learning and Teaching Policy and Service Design assists in the innovative service design function for the Group, developing contemporary policy and programs across the different stages of schooling, using evidence-based practice to inform the universal, selected and targeted service offerings. They have a strong focus on quality assurance and evaluation of the programs and services in support of government and key stakeholders, ensuring the service meets the needs of students, families, schools and the wider community. Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or

equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Highly Desirable: Qualifications and/or significant experience teaching literacy and numeracy with the capacity to develop their understanding across the school sectors. Note: These are temporary positions available immediately for a period of 12 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 application and referee reports only. How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities professional practice one, two and three as outlined in the application package (maximum two pages) and two referees. Applications should be submitted via the Apply Now button below. Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position. Contact Officer: Linda Francis (02) 6205 2471 Linda.Francis@act.gov.au

School Performance and Improvement Division

South Weston

Telopea Park School

SLC Secondary PE and Health

School Leader C \$122,856, Canberra (PN: 02196)

Gazetted: 22 June 2020

Closing Date: 6 July 2020

Details: Telopea Park School is a K-10 binational school. There are currently 1520 students and 165 members of staff. The secondary sector is an International Baccalaureate world school utilising the Middle Years Program. The school is seeking a dynamic School Leader C – PE and Health Years 7-10 with the key role of providing leadership of student learning in PE, Health and School Sport. This will support the school to achieve the goals of the school's Strategic Plan.

Job Description:

Lead the High School PE and Health Faculty (staff, Australian and French Curricula and pedagogy)

Understand the International Baccalaureate Middle Years Programme (IB MYP) and how it relates to student learning

MYP leadership and compliance

Lead school sport including Kindergarten - 10 sport carnivals

Manage student behaviour in the high school faculty and across the school

Membership of school executive team

Communicate, engage and collaborate with parents

Classroom teaching and whole school roles as requested by the Principal

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

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

Note: Applications for this positions will be assessed in accordance with the EDU Procedures for filling school leader positions i.e. existing school leaders applying for transfer will be considered in isolation prior to assessment of any application for promotion/appointment. Selection will be based on application, interview and referee reports.

How to Apply: Applicants need to submit an Expression of Interest comprising a current curriculum vitae, supporting statement (five pages) and information required on the portal. The supporting statement should address all the capabilities listed and be written with a focus on the job description specified for the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michele McLoughlin (02) 6142 3364 michele.mcloughlin@ed.act.edu.au

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

School Performance and Improvement Division
North Canberra Gungahlin
O'Connor Cooperative School
Executive Teacher P-2 Early Childhood School
School Leader C \$122,856, Canberra (PN: 16692)

Gazetted: 22 June 2020

Closing Date: 6 July 2020

Details: O'Connor Cooperative Early Childhood School is seeking a dynamic, motivated school leader to deliver excellent results with particular expertise in developing early childhood pedagogical practice and curriculum knowledge. The successful applicant will lead with integrity, courage and purpose to build trusting respectful relationships with colleagues, students and families across the school. Duties include, but are not limited to: Providing leadership for the Professional Learning Team (P-2) teaching and learning, pedagogy, assessment and student engagement, in accordance with the school's strategic directions and within the school and Directorate policy framework.

Leading Information Communication Technologies

Classroom coaching and peer observations

Lead curriculum development inquiry/play based learning and community engagement activities.

Demonstrate commitment to implementing a whole school approach to Positive Behaviours for Learning (PBL).

Demonstrate outstanding skills in connecting with the whole school community.

Early Childhood qualifications desirable.

Undertake an appropriate teaching load as determined by the principal.

In accordance with legislative requirements and Directorate policies:

As a member of the executive team, contribute to the development and achievement of whole school strategic goals and the implementation of the school plan.

Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

Lead and support classroom teachers to implement Directorate policies and procedures in all aspects of curriculum development and delivery, assessment and reporting and program evaluation.

Lead and develop effective professional teaching and learning teams through collaborative processes, supervision and professional development.

Support staff to establish and maintain positive and respectful relationships with students, staff, parents / carers and stakeholder groups in the wider community.

Seek appropriate feedback, advice and ongoing professional development opportunities.

Lead and support staff in promoting values, priorities and initiatives of the public education system.

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

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

Providing leadership for the Professional Learning Team (P-2) teaching and learning, pedagogy, assessment and student engagement, in accordance with the school's strategic directions and within the school and Directorate policy framework.

Lead curriculum development, inquiry/play based learning and community engagement activities.

Leading Information Communication Technologies

Classroom coaching and peer observations

Undertake an appropriate teaching load as required.

Note: This permanent position is available immediately. Applications for this positions will be assessed in accordance with the EDU Procedures for filling school leader positions i.e. existing school leaders applying for transfer will be considered in isolation prior to assessment of any application for promotion/appointment.

How to Apply: Applicants are to provide a current curriculum vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and two referees. For more information about this opportunity, please contact the Contact Officer.

Statement of claims based on the Position Information and School Leader Capability Framework:

The statement of claims is integral to the application. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

Curriculum Vitae: Your curriculum vitae should be up to date and provide relevant information about your education, employment history, experience and workplace achievements. It should be formatted to make it easy to read.

Referees: In choosing referees, consider how well they know your work and can speak about your capabilities. Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenny Loudon (02) 6142 3828 jenny.loudon@ed.act.edu.au

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

School Performance and Improvement

North and Gungahlin Network

Neville Bonner Primary

Executive Teacher Inclusion Support

School Leader C \$122,856, Canberra (PN: 42692)

Gazetted: 19 June 2020

Closing Date: 26 June 2020

Details: Neville Bonner Primary is a Preschool to Year Six school with a growing and diverse population. We strive to provide a welcoming, safe and nurturing environment which supports children to excel as learners. We are currently seeking highly motivated and dynamic school leaders with the skills and knowledge to:

Mentor, coach and guide quality teaching and learning in a large primary school;

Engage collaboratively as a member of the School Leadership Team;

Demonstrate leadership commitment to deepening understanding of and appreciation for Aboriginal and Torres Strait Islander histories and cultures across the school;

Provide support for teachers, in particular new educators, to foster quality teaching and learning;

Lead teams to promote contemporary curriculum and pedagogy, particularly in English and or Mathematics;

Support students within a Respectful Relationships framework; implement innovative partnerships practices with families and the wider school community.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching

registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Early Childhood teaching qualifications are desirable.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Applications for this positions will be assessed in accordance with the Education Procedures for filling school leader positions i.e. existing school leaders applying for transfer will be considered in isolation prior to assessment of any application for promotion/appointment.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Fran Dawning (02) 6142 1201 Fran.Dawning@ed.act.edu.au

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

Service Design and Delivery

Digital Strategy, Services and Transformation

IT Asset Manager, Business Systems - Teaching and Learning

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 44266)

Gazetted: 23 June 2020

Closing Date: 7 July 2020

Details: Digital Strategy, Services and Transformation (DSST) Branch provides services to the Directorate in identifying, developing and managing appropriate information and technical resources for corporate and school staff as well as students. This includes managing and providing advice and business and technical support for teaching and learning systems, Business and Administration systems, ICT programs and relevant policies and procedures.

The successful applicant will manage a variety of ICT Assets across the Branch, and will be a trusted partner in representing the customer's digital and technology needs within the Directorate.

This position works closely with various teams across the Branch, ensuring the consistent alignment of the Directorates core principals and strategic direction.

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

How to Apply: In two pages or less tell us:

How your skills align to this role;

What you would bring to the role, in particular what experience you could apply to this position; and

Describe an achievement that you are most proud of that is relevant to this role.

Please also provide a current curriculum vitae and details of two referees who have a thorough knowledge of your work performance and outlook.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jodie Crawford (02) 6207 1946 Jodie.Crawford@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

Chief Operating Officer

Finance, Information and Assets

Digital Solutions

Manager, Digital Solutions

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 43492)

Gazetted: 22 June 2020

Closing Date: 13 July 2020

Details: Office of Chief Information Officer within the Finance, Information and Assets (FIA) branch is responsible for strategic and operational ICT. The responsible includes development and delivery of Environment, Planning and Sustainable Development Directorate (EPSDD) Digital Strategy/ICT Strategic Plan and ICT Action Plan, coordinate the development, quality assurance and executive approval of budget proposals required to deliver the EPSDD Digital Strategy/ICT Strategic Plan, monitor and report on programs and projects in the ICT Action Plan supporting delivery of the EPSDD Digital Strategy/ICT Strategic Plan and innovative solutions to meet digital needs of business.

This position will work with Directorate technical advisor to analyse and provide information on emerging technology as it relates to future requirements of existing directorate business systems and support and deliver training program for current and new emerging technologies.

Eligibility/Other Requirements: Relevant experience or ICT qualifications would be highly regarded.

Note: This is a temporary position available from 27 July 2020 until the 25 June 2021. 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 are sought from potential candidates and should include a two-page pitch addressing the Selection Criteria, a current curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bala Radhakrishnan (02) 6207 6503 bala.radhakrishnan@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

ACT Emergency Services Agency

People, Culture and Training

Workforce Coordination

Workforce Coordination Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 23607)

Gazetted: 18 June 2020

Closing Date: 2 July 2020

Details: ACT Emergency Services Agency is looking for an enthusiastic human resource practitioner with lots of energy, great communication skills, and experience within a busy multi-disciplined environment to support all employees of the Agency through their employment journey.

You will provide holistic workforce management services to our diverse and multi-disciplined workforce, partnering with all areas of the Agency to provide advice and guidance on employment conditions and employee management. A primary responsibility of the role will be ensuring the timely and efficient processing of employee entitlements.

You will have excellent client service skills, be able to work harmoniously within a small dedicated and great team, to develop management capability in employment matters within both the team and broader Agency.

Eligibility/Other Requirements: Experience within a complex multi-disciplined Human Resource role is highly desirable.

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

How to Apply: Applicants should submit a response of no more than (two pages) addressing the position capabilities, together with your tailored 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: Kate Browning (02) 6207 3318 kate.browning@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.

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Ambulance Paramedic

Ambulance Paramedic \$76,598 - \$86,170 plus penalties, Canberra (PN: 14207, several)

Gazetted: 24 June 2020

Closing Date: 15 July 2020

Details: ACTAS is seeking applications from experienced paramedics to join the service in the position of Ambulance Paramedic (lateral recruit).

About the Australian Capital Territory Ambulance Service (ACTAS)

ACTAS is responsible for providing emergency and non-emergency ambulance services to the ACT community. Our emergency operations comprise Graduate Paramedic Interns, Ambulance Paramedics and Intensive Care

Paramedics who consistently achieve exceptionally high patient satisfaction scores. As part of the ACT Emergency Services Agency we work closely with the other emergency services 24 hours a day, 7 days a week.

ACTAS operates a modern fleet of emergency ambulances, non-emergency patient transport vehicles and a range of specialist assets including 4WD, single response and multi-purpose vehicles. In addition to our ground vehicles, ACTAS also provides Intensive Care Paramedics to the SouthCare Toll rescue helicopter. Each month ACTAS attends to in excess of 5,000 incidents in the ACT region.

The location: Well serviced by major shopping precincts, universities, sporting centres and an international airport, the Canberra region has everything that you need for you and your family to make yourselves at home. More than half of the ACT is protected as a nature reserve meaning that bushwalks, mountain bike trails, waterfalls, rivers and spectacular lookouts are all within easy reach of the CBD. Want to venture further afield? The hustle and bustle of Sydney, the tranquillity of the NSW south coast or the excitement of the snow country are all within easy driving distance. More information on the region can be found at <https://visitcanberra.com.au/>.

In addition to annual salary, the position is entitled to salary packaging with a fringe benefits tax-free threshold up to \$9,095.00.

Financial Support for Relocation Costs: Financial assistance may be approved to an applicant recruited from interstate. The pre-determined ceiling is \$12,000 for singles with no dependents, increased by \$2,000 for each dependant (maximum of six dependants). Reimbursement above six dependants will increase by \$1,750 for each additional dependent. Applicants must note that relocation support payments made to an officer recruited from interstate remain subject to repayment under a sliding scale where an employee terminates their employment with the ACTAS at less than 36 months service and does not commence employment with another ACT Public Service agency within one month. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: To be successful in your application you will:

Be a registered paramedic with AHPRA (or eligible to obtain registration),

Have successfully completed a minimum of 12 months as a qualified paramedic (i.e. 12 months of unsupervised practice after achieving an authority to practice),

Be capable of assimilating into ACTAS (with due acknowledgement of your prior experience),

Be a team player capable of embracing the ACTAS leadership framework, and

Meet all criteria stated in the Position Description.

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: Expressions of Interest are sought from suitable candidates who meet the above criteria. The following documents are required:

a two page A4 statement addressing the above two capabilities for this position, showing your experience and what you can bring to the position of Ambulance Paramedic with ACTAS;

a brief employment history/curriculum vitae;

copy of your baseline qualification as a paramedic (e.g. Diploma of Paramedical Science, Bachelor of Paramedical Science or equivalent post graduate qualification);

a scanned copy of your AHPRA registration or application receipt;

a scanned copy of both sides of your Class C (or interstate equivalent) driving licence;

a points demerit transcript from the relevant motor registry authority in your state, territory or country;

evidence of current immunisations which should include Tetanus, Hepatitis B and most recent influenza;

completed Statutory Declaration (attached);

a copy of your current authority to practice / certificate to practice as a paramedic issued by your employer; and

a completed personal and medical information release consent form (attached).

Applicants should note that emailed applications must not exceed 10MB and will be acknowledged via an auto-reply notification from Shared Services if the upload is successful. Please check both inbox and spam box after submission. Postal applications will not be acknowledged.

Applications should be submitted via the Apply Now button below.

Contact Officer: Barbara Stephens Email enquiries only ESAGraduateinternenquiries@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning / Programs and Reintegration

Programs and Interventions

Team Leader Specialist Interventions (Psychologist)

Health Professional Level 4 \$108,926 - \$117,249, Canberra (PN: 14398)

Gazetted: 24 June 2020

Closing Date: 10 July 2020

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated, suitably qualified and experienced person to fill the position of Team Leader, Specialist Interventions (Psychologist, HP4), Community Corrections and Release Planning, at the Alexander Maconochie Centre (AMC). The successful applicant will manage and support staff in the delivery 1:1 therapeutic interventions for detainees with identified needs in the AMC; the management and support of the detainee Peer Mentor Program; and provide critical incident responses as required.

In addition, through collaborative engagement, you will manage and support staff to actively promote community connections and reintegration. Further to this, you will manage the planning, development and evaluation of client programs and services, including policy and procedure, contributing to research and promoting current evidence-based practice in areas relevant to clinical expertise. You will also maintain monitoring systems to enable evaluation of effectiveness of treatment options in accordance with best practice guidelines.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders, in addition to demonstrating strong leadership and

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

Eligibility/Other requirements:

Tertiary qualification/s in psychology is essential, including current general registration with the Psychology Board of Australia (Australian Health Practitioners Regulation Agency [AHPRA]).

Minimum five years unconditional registration with AHPRA is essential, registration as a supervisor is desirable but not essential.

Experience within a forensic setting is desirable but not essential.

This position does require a National Police Record Check.

A current driver's licence is essential.

This position does require a pre-employment medical.

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

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

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

ACT Emergency Services Agency

ACT Rural Fire Service and ACT State Emergency Service

Assistant Director Strategic Planning, ACTRFS (Bushfire) and Assistant Director Strategic Planning, ACTSES (Storm and Flood)

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 07880 and 41425)

Gazetted: 24 June 2020

Closing Date: 9 July 2020

Details: The ACT Emergency Services Agency's Rural Fire and State Emergency Services require two energetic strategic planners to lead strategic and operational planning, that supports each of the Services to be operationally ready to protect our ACT Community, during bushfire and storm and flood events.

Each of you will have planning experience within an operational environment in the development and delivery of strategic and operational plans, capability development and assurance programs. You will contribute to development of programs, policies, and administrative systems to enable your service's preparedness for incident responses.

You are highly organised with excellent attention to detail, committed to ensuring compliance with policies and procedures and able to prepare complex briefing material and reports.

You will communicate with influence at all levels across a diverse staff and volunteer membership, engaging with all our people to build capability through delivery and implementation of robust plans.

Each of the strategic planners will confidently represent their service and the broader ESA at local and national level forums, committees and working groups.

If you are looking for an opportunity to use your experience and skills to contribute to keeping our ACT Community safe and have an interest in either the ACT Rural Fire Service or the ACT State Emergency Service, we would love to hear from you.

Eligibility/Other Requirements:

An understanding of the emergency management environment, qualifications in planning and/or AIIMS would be an advantage but is not essential.

An understanding of the emergency management environment, qualifications in planning and/or AIIMS are desirable.

This position requires an ACT Working with Vulnerable People registration Background and Security clearance checks will be conducted including a National Police check.

A minimum of a C class ACT drivers' licence.

An annual fitness test will be required if participating in a fire ground role.

Note: A merit pool will be created to fill these positions and identical positions which may occur over the next 12 months.

How to Apply: Applicants should submit one response of no more than three pages addressing the position capabilities (identical for each position), together with your tailored curriculum vitae and the contact details of at least two referees. *Please indicate your preference for either role by indicating the relevant position number in your application.* See the attached Position Description for further information about the role.

For enquiries regarding P07880 ACTRFS, please contact Mr Rohan Scott, A/g Chief Officer ACTRFS. T: (02) 6205 0544, E: Rohan.ScottRFS@act.gov.au

For enquiries P41425 ACTSES, please contact Ms Liz Matthews, Director Readiness and Service Delivery ACTSES, T: (02) 6207 2974, E: Liz.Matthews@act.gov.au *Applications should be submitted via the Apply Now button below.*
Contact Officer: Liz Matthews (02) 6207 2974 Liz.Matthews@act.gov.au

ACT Emergency Service Agency

People, Culture and Training

Workforce Coordination

Assistant Director - Workforce Coordination

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 22913)

Gazetted: 18 June 2020

Closing Date: 2 July 2020

Details: ACT Emergency Services Agency is looking for a highly motivated, enthusiastic human resource professional who can communicate with influence and who takes a person-centric approach across all parts of the Agency, to support our people through their employment journey.

You will lead our Workforce Coordination Team to ensure the provision of excellent holistic workforce management services, to our diverse and multi-disciplined workforce. Partnering with all areas of the Agency you will provide advice and guidance on employment conditions and ensure the timely and efficient processing of employee entitlements.

You will also lead the team to develop capability all areas of workforce management including, employment conditions, recruitment and selection, policy and procure development and guidelines regarding Agency specific workforce matters.

You will have excellent skills in stakeholder engagement, establishing and maintaining strong, productive relationships with all stakeholders and a commitment to excellence in client service.

Eligibility/Other Requirements: Extensive experience within a complex multi-disciplined Human Resource role is highly desirable.

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

How to Apply: Applicants should submit a response of no more than two pages addressing the position capabilities, together with your tailored 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: Kate Browning (02) 6207 3318 kate.browning@act.gov.au

Legal Aid Commission

Legal Aid ACT

Family Practice

Experience Lawyer

Legal \$98,005, \$114,387, Canberra (PN: 1215)

Closing Date: 09 July 2020

Weeks to Close: 2

Details: Legal Aid ACT is seeking suitably qualified persons to fill Lawyer vacancies in the Family Practice. The successful applicant will be required to work in a team of Lawyers and support staff. The role requires you to conduct an effective Legal Aid service providing high volume and intensive case management to disadvantaged and vulnerable clients. Lawyers in Legal Aid ACT undertake a range of work by providing information and advice, community legal education and client representation.

Eligibility/Other Requirements: Eligibility to hold a restricted Practising Certificate in the ACT is required. Five year's post admission experience is highly desirable.

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

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 for this position should be forwarded to: hr@legalaidact.org.au

Contact Officer: Brendon Morris (02) 6243 3499 brendon.morris@legalaidact.org.au

Legal Aid ACT

Family Practice

Lawyer

Legal 2 \$80,667, \$92,160, Canberra (PN: Various)

Gazette Date: 24 June 2020

Closing Date: 2

Details: Legal Aid ACT is seeking suitably qualified persons to fill lawyer vacancies in the Family Practice. The successful applicant will be required to work in a team of Lawyers and support staff. The role requires you to conduct an effective legal aid service providing high volume and intensive case management to disadvantaged and vulnerable clients. Lawyers in Legal Aid ACT undertake a range of work by providing information and advice, community legal education and client representation.

Eligibility/Other Requirements: Eligibility to hold a restricted Practising Certificate in the ACT is required. Three year's post admission experience is highly desirable.

Note: There are various positions available, Permanent and Temporary.

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 are to be directed to HR@legalaidact.org.au - LEGAL AID ACT has its own link on jobs but is not defined in the Directorate drop down.

Contact Officer: Brendon Morris (02) 6243 3499 brendon.morris@legalaidact.org.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

Finance Valuations and Systems

Finance

Financial Controller

Senior Officer Grade A \$148,991, Canberra (PN: 36431, expected vacancy)

Gazetted: 23 June 2020

Closing Date: 7 July 2020

Details: An exciting opportunity has become available within one of the ACT Government's most exciting agencies. This diverse role offers a unique opportunity to lead a team in a hybrid commercial and government setting. The Suburban Land Agency is looking for a finance professional who enjoys a fast paced, dynamic environment to join the Finance, Systems and Valuations team.

The Financial Controller role is a leadership role that has carriage of the Financial Reporting and Budgets team and the Management Accounting team. Reporting to the Chief Financial Officer, the Financial Controller is responsible for all matters relating to internal and external budgets, financial reporting and compliance, financial accounting and reporting, management accounting and project accounting. This is a senior role in a fast paced and dynamic environment that would suit a strategic leader with a focus on innovation and business improvement. To succeed in this role, you will be degree and CPA/CA qualified and have well developed communication skills with a strong focus on stakeholder management. If you are a confident professional who is capable of leading and influencing others and thrives on challenges, we would like to hear from you.

Eligibility/Other Requirements: Degree qualified in a related field and full membership of CPA Australia or Chartered Accountants Australia and New Zealand would be an advantage.

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. 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 "two-page pitch" (maximum 1,200 words) outlining how your skills and experience align with the Selection Criteria for this role. Include examples where appropriate; and your current curriculum vitae which should be no longer than three pages.

This position will be employed under the ACTPS Administrative and Related Classifications Enterprise Agreement 2018-2021 <https://www.cmtedd.act.gov.au/employment-framework/for-employees/agreements>.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joey Lee (02) 6205 3367 Joey.Lee@act.gov.au

Transport Canberra and City Services

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

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

Chief Operating Officer

Chief Information Office

Systems and Information Management

Spatial Technical Officer

Technical Officer Level 4 \$86,547 - \$99,051, Canberra (PN: 27883)

Gazetted: 24 June 2020

Closing Date: 1 July 2020

Details: The Systems and Information Management team is an enabling unit for reform and innovation across Transport Canberra and City Services (TCCS). It delivers high quality services, business systems and advice to support the Directorate in achieving its policy and program outcomes and deliverables. The key responsibilities are for the delivery of asset information, building information modelling, geographic information systems, information technology security advice, spatial systems, maintenance of spatial infrastructure and innovation across the suite of systems that support the directorate.

The position will be required to provide expert technical support to the Spatial Systems Administrator responsible for administration of the Corporate Geographic Database, Geospatial Ecosystem and Enterprise Data Warehouse as well as the entire ESRI suite of products that enable spatial capability across the Directorate.

Eligibility/Other Requirements:

Experience and knowledge of ESRI products.

Experience and knowledge of Databases and related management tools that allow for management such as TOAD, Python and FME.

A tertiary level qualification appropriate to the scope of activities to be performed is highly desirable.

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and a response to each of the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Leigh Signor (02) 6207 5224 Leigh.Signor@act.gov.au

Chief Operating Officer

Safety and Wellbeing Branch

Safety and Wellbeing Branch

Director Safety and Wellbeing

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 37458)

Gazetted: 23 June 2020

Closing Date: 9 July 2020

Details: The Safety and Wellbeing Branch is seeking an experienced Safety Professional with proven leadership and influencing skills, to lead the Safety and Wellbeing team in driving an organisational focus on safety. As a member of the Chief Operating Division, the Director provides expert support, strategic direction and leadership in the creation and maintenance of safety, health and wellbeing strategies, systems and projects, including the ongoing implementation of the directorate's safety management system and associated assurance program. To be successful in this role, you will have a passion and drive for safety and established record of leading and managing work health and safety programs across an organisation.

Eligibility/Other Requirements:

Minimum of three years' experience operating in a senior capacity within a Work Health and Safety environment. Tertiary qualifications and technical expertise in a safety/occupational health and safety discipline or related discipline desirable.

Driver's licence (C-class) is essential

Educational and professional qualification checks may be undertaken prior to employment. Qualifications and or extensive practical experience in Work Health and Safety, or other related disciplines will be well regarded.

Note: Selection may be based on written 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. 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 submit an Expression of Interest of no more than three pages addressing claims against the Selection Criteria, 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: Anthony Wickens (02) 6205 5107 Anthony.Wickens@act.gov.au

APPOINTMENTS

ACT Health

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

Natasha Lennard, Section 68 (1), 22/6/2020

ACT Integrity Commission

Administrative Services Officer Class 6 \$86,547 - \$99,051

Elizabeth Ashton, Section 68 (1), 24 June 2020

Canberra Health Services

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

Ma Theresa Agay, Section 68(1), 18 June 2020

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

Timothy Brown, Section 68(1), 23 June 2020

Health Service Officer Level 3 \$52,460 - \$54,165

Pem Choki, Section 68(1), 17 June 2020

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

Nancy Chukwumaeze, Section 68(1), 19 June 2020

Administrative Services Officer Class 2/3 \$57,454 - \$70,058

Natasha Griffin, Section 68(1), 10 August 2020

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

Jessica Grove, Section 68(1), 16 June 2020

Health Service Officer Level 3 \$52,460 - \$54,165

Barbara Iwanek, Section 68(1), 24 June 2020

Administrative Services Officer Class 2/3 \$57,454 - \$70,058

Beulah Jayasinghe, Section 68(1), 25 June 2020

Health Service Officer Level 3 \$52,460 - \$54,165

Sebastian Kalathiparambil, Section 68(1), 19 June 2020

Technical Officer Level 1 \$59,329 - \$62,203

Duc Hung Le, Section 68(1), 2 July 2020

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

Kathryn Potts, Section 68(1), 22 June 2020

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

Kathryn Ross, Section 68 (1), 22/06/2020

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

Katie Jefferson, Section 68 (1), 22/06/2020

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

Parinya Maneepong, Section 68 (1), 22 June 2020

Administrative Services Officer Class 6 \$85,394 - \$97,732.00

Yingying Zhu, Section 68 (1), 29/6/2020

Medical Imaging Level 2 \$66,988 - \$91,962

Jessica Rugg, Section 68(1), 22 June 2020

Administrative Services Officer Class 2/3 \$57,454 - \$70,058

Andrew Stewart, Section 68(1), 25 June 2020

Health Service Officer Level 3 \$52,460 - \$54,165

Dharti Upadhyay, Section 68(1), 11 June 2020

Technical Officer Level 1 \$58,539 - \$61,374

Vidya Ravindran, Section 68 (1), 25/06/2020

Medical Imaging Level 2 \$66,988 - \$91,962

Cathleen Kelly, Section 68 (1), 26/09/2019

Administrative Services Officer Class 3 \$65,097 - \$70,058

Charlotte Crutchley, Section 68 (1), 19/03/2020

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$65,097 - \$70,058

Emil George, Section 68(1), 18 June 2020

Senior Officer Grade C \$108,926 - \$117,249

Vanessa Gstrein, Section 68(1), 22 June 2020

Administrative Services Officer Class 3 \$65,097 - \$70,058

Shama Gunaratne, Section 68(1), 18 June 2020

Administrative Services Officer Class 6 \$86,547 - \$99,051

Vivek Tikare, Section 68(1), 18 June 2020

Senior Officer Grade C \$108,926 - \$117,249

Sylvia Webb, Section 68(1), 24 June 2020

Community Services

Senior Officer Grade B \$128,286 - \$144,418

Kelly Dundon, Section 68(1), 1 May 2020

Child and Youth Protection Professional Level 2 \$72,125 - \$97,097

Kate Mortimer, Section 68(1), 19 June 2020

Child and Youth Protection Professional Level 3 \$99,743 - \$104,823 (up to \$109,767 on achieving a personal upgrade)

Fabia Hunter, Section 68 (1), 18/06/2020

Education

Building Service Officer 3 \$69,594 - \$73,540

Elizabeth Kelly, Section 68(1), 23 June 2020

Justice and Community Safety

Government Solicitor 2 \$120,214 - \$144,246

Shannon Say, Section 68(1), 22 June 2020

Prosecutor Associate \$71,309 - \$73,494

Madison Fieldus, Section 68 (1), 22/06/2020

Prosecutor Associate \$71,309 - \$73,494

Harriet Slee, Section 68 (1), 22/6/2020

TRANSFERS

ACT Health

Lei Huang

From: Administrative Assistant 6 \$85,394 – \$97,732

ACT Health

To: Administrative Assistant 6 \$85,394 – \$97,732

ACT Health, Canberra (PN: 45488) (Gazetted 20/03/2020)

Canberra Health Services

Simone Buckle

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 13607) (Gazetted 29 May 2020)

Elsbeth Douglas

From: Registered Nurse Level 3 Grade 2 \$122,360

Canberra Health Services

To: Registered Nurse Level 3 Grade 2 \$122,360

Canberra Health Services, Canberra (PN. 46819) (Gazetted 29 May 2020)

Chief Minister, Treasury and Economic Development

Kellie Seal

From: Senior Officer Grade C \$108,926 - \$117,249

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$108,926 - \$117,249

Chief Minister, Treasury and Economic Development, Canberra (PN. 04683) (Gazetted 28 April 2020)

Environment, Planning and Sustainable Development

Ian Phillips

From: Senior Officer Grade A \$148,991

Independent Competition and Regulatory Commission

To: Senior Officer Grade A \$148,991

Environment, Planning and Sustainable Development, Canberra (PN. 37849) (Gazetted 11 March 2020)

Justice and Community Safety

Rachel Maxwell

From: Administrative Services Officer Class 6 \$86,547 - \$99,051

Justice and Community Safety

To: Administrative Services Officer Class 6 \$86,547 - \$99,051

Justice and Community Safety, Canberra (PN. 45143) (Gazetted 20 March 2020)

PROMOTIONS

ACT Health

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

Health Protection Service

Environmental Health Food

Verity Jennings

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

To: † Health Professional Level 4 \$108,926 - \$117,249

ACT Health, Canberra (PN. 27604) (Gazetted 19 March 2020)

Health Systems, Policy and Research

Health System Planning and Evaluation

Branch Operations

Erica Nixon

From: Health Professional Level 5 \$128,286 - \$144,418

Health

To: † Senior Officer Grade A \$148,991

ACT Health, Canberra (PN. 15428) (Gazetted 13 March 2020)

Canberra Health Services

Canberra Health Services

Cleofe Thomas

From: Sterilising Services Technical Officer Level 2 \$64,220 - \$73,540

Canberra Health Services

To: Technical Officer Level 3 \$74,973 - \$84,729

Canberra Health Services, Canberra (PN. 11741) (Gazetted 28 May 2020)

Chief Minister, Treasury and Economic Development

Access Canberra

Licensing and Registrations

Stephanie Bayley-Nelson

From: Administrative Services Officer Class 3 \$65,097 - \$70,058

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 4 \$72,272 - \$78,254

Chief Minister, Treasury and Economic Development, Canberra (PN. 42544) (Gazetted 5 November 2019)

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

Shared Services ICT

Technology Services

Applications Service Delivery

Akinyemi Emmanuel

From: Information Technology Officer Post Graduate \$80,323 - \$85,020

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$86,547 - \$99,051

Chief Minister, Treasury and Economic Development, Canberra (PN. 17670) (Gazetted 9 July 2019)

Workforce Capability and Governance

Public Sector Management

Professional Standards Unit

Melissa Lister

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 31176) (Gazetted 10 February 2020)

Access Canberra

Fair Trading and Compliance

Alexandra McPherson

From: Senior Officer Grade B \$128,286 - \$144,418

Canberra Health Services

To: †Senior Officer Grade A \$148,991

Chief Minister, Treasury and Economic Development, Canberra (PN. 31036) (Gazetted 12 March 2020)

Shared Services

Finance Operations

Jessica Wall

From: Administrative Services Officer Class 5 \$80,323 - \$85,020

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$86,547 - \$99,051

Chief Minister, Treasury and Economic Development, Canberra (PN. 11487) (Gazetted 5 June 2020)

Community Services

Children, Youth and Families

Child and Youth Protection Services

Erika Jung

From: Child and Youth Protection Professional Level 3 \$99,743 - \$104,823 (up to \$109,767 on achieving a personal upgrade)

Community Services

To: † Child and Youth Protection Professional Level 4 \$114,061 - \$122,384

Community Services, Canberra (PN. 48102) (Gazetted 27 February 2020)

Corporate Services

Executive Unit

Jessica Nolan

From: Administrative Services Officer Class 4 \$72,272 - \$78,254

Canberra Health Services

To: † Senior Officer Grade C \$108,926 - \$117,249

Community Services, Canberra (PN. 48206) (Gazetted 8 April 2020)

Justice and Community Safety

Emergency Services Agency

ACT Ambulance Service

SouthCare

Michelle Blewitt

From: Intensive Care Paramedic 1 \$88,974 - \$98,585 plus penalties

Justice and Community Safety

To: † Ambulance Manager Level 2 \$134,507 - \$141,666

Justice and Community Safety, Canberra (PN. 09192) (Gazetted 1 November 2019)

Legislation, Policy and Programs

Justice, Planning and Programs

Victor Khaw

From: Administrative Services Officer Class 6 \$86,547 - \$99,051

Justice and Community Safety

To: † Senior Officer Grade C \$108,926 - \$117,249

Justice and Community Safety, Canberra (PN. 39526) (Gazetted 19 March 2020)

ACT Courts and Tribunals

Corporate and Strategic Services

ICMS Support Team

Deborah Clancy

From: Administrative Services Officer Class 4 \$72,272 - \$78,254

Justice and Community Safety

To: Administrative Services Officer Class 5 \$80,323 - \$85,020

Justice and Community Safety, Canberra (PN: 35237) (Gazetted 19/03/2020)

CORRIGENDA

Canberra Health Services

Sonam Gyeltshen AGS: Incorrect AGS in gazette 11/06/2020