



ACT Government Gazette

Gazetted Notices for the week beginning 29 October 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

Policy, Partnerships and Programs

Mental Health Policy Unit

Assistant Director

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 47695)

Gazetted: 03 November 2020

Closing Date: 17 November 2020

Details: We are seeking a highly motivated person with great organisational and communication skills to undertake policy and project work within the Mental Health Policy team. There will be a variety of work including government business coordination; strategic planning; advice for the Executive and/or Minister on urgent or sensitive matters; strategic internal and cross government relations e.g. Human Services Cluster; project management; business planning, implementation and change management.

Our team prides itself on its positive, upbeat workplace culture and commitment to excellence, so we are looking for someone who is confident and skilled at working collaboratively with both colleagues and stakeholders.

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

Eligibility/Other Requirements:

Tertiary qualifications in a relevant field are desirable and/or relevant experience and knowledge.

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

Undergo a pre-employment National Police check.

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

How to Apply: Please provide a pitch of no more than two pages outlining how your experience and abilities satisfy the Selection Criteria. Please also provide your curriculum vitae and the details of two referees, one of which is your current manager.

Your pitch, in response to the Selection Criteria in the Position Description, should summarise how your skills and experiences would enable you to fulfil the responsibilities of the position. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

(Please note that it is not necessary to address the capabilities and behaviours individually).

Applications should be submitted via the Apply Now button below.

Contact Officer: Reinette McFarland (02) 5124 6118 reinette.mcfarland@act.gov.au

Health Systems, Policy and Research

Public Health Protection and Regulation

Executive Support

Public Health Physician

Specialist Band 1-5/Senior Specialist \$164,470 - \$222,205, Canberra (PN: 33670, several)

Gazetted: 02 November 2020

Closing Date: 26 November 2020

Details: Public Health Protection and Regulation is a fast-paced public facing space to work in. If you have a passion for protecting the community and public health, your contribution means that you have a community-wide and enduring impact here in the ACT. From managing public health incidents to providing leadership in public health protection, the role will keep you engaged.

Under the direction of the Chief Health Officer, the successful applicant will work with Divisional Officers to address a wide range of public health issues within the ACT and via representation on national committees. These include (but are not limited to) environmental health and food safety; regulation of medicines and therapeutic goods, communicable disease control; health emergencies, including the COVID-19 response, and policy development across these areas.

Eligibility/Other Requirements:

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of the Australasian Faculty of Public Health Medicine or of the Royal Australasian College of Medical Administrators, or imminent entry to the Fellowship/College.

Current driver's licence.

Desirable:

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

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

Note: Subject to the successful candidate's experience, the person will be engaged as either a Specialist or Senior Specialist. This position requires participation in an after-hours roster.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kerryn Coleman (02) 5124 9442 kerryn.coleman@act.gov.au

Public Health Protection and Regulation

Health Protection Service

Communicable Disease Control/Immunisation Unit

Vaccine Delivery and Data Entry Officer

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 49528, several)

Gazetted: 02 November 2020

Closing Date: 9 November 2020

Details: The Vaccine Management Unit (VMU) together with the Immunisation Team provides the ACT community with protection against vaccine preventable diseases through:

Implementation of the National Immunisation Program and ACT Government funded immunisation programs in the ACT.

Provision of advice and information on immunisation to the ACT community.

Implementation of initiatives to improve immunisation rates and quality service delivery.

Distribution of vaccines for the National Immunisation Program and ACT government funded programs to immunisation providers in the ACT.

The successful applicant should be adaptable, enthusiastic and consumer focused. They should have an eye for detail and a continuous improvement approach to their work.

Vaccine management and delivery officers are primarily responsible for the delivery of vaccines to immunisation providers in the ACT, including General Practitioner practices, Immunisation Clinics and Hospitals. Officers are also responsible for entering data on the Vaccine Inventory Management System and answering calls on the Immunisation Information Line.

Eligibility/Other Requirements:

Mandatory:

Current ACT driver's licence.

Desirable:

Demonstrated experience in Microsoft Excel and other Microsoft Office applications

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

How to Apply: Please provide a written response to the Selection Criteria, no longer than two to three pages in total. A curriculum vitae with the contact details of two professional referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Mead (02) 5124 9304 Sarah.Mead@act.gov.au

ACT Teacher Quality Institute

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

Senior Director, Professional Standards, Professional Learning and Regulation

Senior Officer Grade A \$148,991, Canberra (PN: 38420)

Gazetted: 30 October 2020

Closing Date: 13 November 2020

Details: The Senior Director, Professional Standards, Professional Learning and Regulation leads the work of Professional Standards, Professional Learning and Regulation. This work includes providing advice to the Minister, the Teacher Quality Institute Board and the Chief Executive. The Senior Director, Professional Standards and Regulation:

Leads policy development and implementation of registration, regulatory and professional learning policy.

Oversees the TQI business system projects, procurement and budget bids.

Represents TQI in local and national meetings, forums and working groups.

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

Eligibility/Other Requirements: Relevant tertiary qualifications or extensive experience in a similar role would be advantageous. 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: Applications are sought from potential candidates and should include a supporting statement of no more than three pages addressing the Selection Criteria and a current curriculum vitae. If you require additional information about this role, please contact the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jason Borton (02) 6205 1099 Jason.Borton@act.gov.au

Canberra Health Services

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

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

National Standards and Patient Care

National Standards

Administrative Support Officer, National Standards and Accreditation

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 48387)

Gazetted: 30 October 2020

Closing Date: 13 November 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the Work Area and Position

Quality, Safety, Innovation and Improvement is focusing on CHS's strategic approach to patient safety, quality, governance and risk with an emphasis on continuous quality improvements.

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

This is achieved through:

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

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

Under the direction of the Manager, National Standards, this position will provide administrative support across the Unit, including secretariat support for a number of key committees, assisting with the development of communications materials and leave support for administrative positions across Quality, Safety, Innovation and Improvement.

Eligibility/Other Requirements:

Desirable:

Previous experience providing secretariat support for meetings and/or committees.

Previous experience and advanced knowledge with a range of IT applications including Microsoft SharePoint.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This a temporary position available for six months. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Felicity Martin (02) 5124 9608 Felicity.Martin@act.gov.au

Division of Surgery

Medical Emergency Team, ICU Outreach

Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 30587)

Gazetted: 29 October 2020

Closing Date: 12 November 2020

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

Overview of the Work Area and Position

The Medical Emergency Team (MET) is part of the Intensive Care Unit. The MET provide a frontline medical emergency response to patients experiencing an acute deterioration across the Canberra Hospital Health Services (CHHS) campus. The unit is currently seeking applications to the MET Clinical Development Nurse position for a suitably qualified registered nurse. In addition to providing

education to staff at The Canberra Hospital, the successful applicant will be required to provide a frontline medical emergency response, work in collaboration with Medical staff to stabilise and treat patients undergoing an acute deterioration and the provision of an Outreach service for patients at risk of deterioration within inpatient wards.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Experience in a critical care area and or resuscitation

Relevant competency in advanced life support and other relevant responding to deteriorating patient qualifications.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

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

Contact Officer: Jo Linbeck 0466 507 934 jo.linbeck@act.gov.au

Mental Health Justice Health, Alcohol and Drug Services Rehabilitation and Specialty Mental Health Services Older Persons Mental Health Model of Care Project Officer Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 39882)

Gazetted: 29 October 2020

Closing Date: 26 November 2020

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

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

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

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

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

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

Overview of the Work Area and Position

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)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Service

Rehabilitation and Specialty Mental Health Services is a program within the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS).

The Older Persons Mental Health Community Team is a specialist mental health assessment and care service for people over the age of 65 years who have, or are suspected of having, a complex mental illness. The multidisciplinary team works within a clinical management model to provide mental health assessment and treatment services within a recovery framework. The Team consists of three sub-teams, the Assessment Team, the Clinical Management Team and the Intensive Treatment Service.

The Assessment Team is responsible for the management of referrals, providing initial assessments, clarification of treatment goals and short term treatment. The Clinical Management Team provides longer term follow up to people who present with moderate to severe complexities. The Intensive Treatment Service provides a home based service to people who are in an acute phase of their mental health condition, as an alternative to a mental health inpatient admission.

There is also an Older Persons Mental Health Inpatient Unit that is located at and governed by Calvary and the OPMHS Model of Care will also assist with defining and structuring the transition and clinical care of older persons from an inpatient setting into the community.

Eligibility/Other Requirements:

Mandatory:

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

Demonstrated working knowledge of the *Mental Health Act 2015*.

Desirable:

Tertiary Qualification or equivalent in health or a related discipline is highly desirable.

Previous project management experience.

Experience in working in partnership with stakeholders that promotes a spirit of cooperation and collaboration, and respect for each other's philosophy, priorities, knowledge, skills, and experience.

Able to demonstrate an ongoing commitment to professional development and quality improvement.

Knowledge of the Older Persons mental health context.

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for 11 months with possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Specialist Youth Mental Health Outreach Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 27146)

Gazetted: 29 October 2020

Closing Date: 16 November 2020

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

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services. University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

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 living with mental health issues.

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

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

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

Overview of the work area and position:

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 children and young people who are experiencing moderate to severe mental health issues.

The Registered Nurse position will work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people aged 14-25 experiencing early psychosis or at ultra-high risk of developing psychosis. 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:

Tertiary qualifications in Nursing.

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

Must hold a current driver's licence.

Desirable:

Experience in mental health, Experience working with young people.

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: 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.

Contact Officer: Laura Dawel (02) 5124 3190 Laura.Dawel@act.gov.au

Finance and Business Intelligence

Patient Accounts

Billing and Debt Recovery Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 02951)

Gazetted: 29 October 2020

Closing Date: 12 November 2020

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

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

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

Overview of the work area and position

The position will provide high-level support to the Patient Accounts, Patient Billing and Debt Recovery team and be required to have a high level of skills in time management, data integrity, customer focused communication and the ability to work independently and as part of a team to resolve debt owed to the Canberra Health Services Directorate. This part time position has a primary focus of invoicing and debt recovery for services provided by CHS under the National Disability Insurance Scheme (NDIS).

The successful applicant will be required to communicate, negotiate, and liaise with a range of internal and external stakeholders including, but not limited to patients, insurance companies, solicitors, employers, outpatient clinics and debtors. They will also be required to screen incoming phone calls and correspondence, support the revenue data team, provide debt recovery and invoicing functions, and provide administration assistance as necessary. Applicants will need to be enthusiastic and have excellent interpersonal skills, have a strong willingness to learn and understand billing in a public health environment and have experience in the use of hospital based IT system such as the ACT Patient Administration System (ACTPAS).

Mandatory:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Desirable:

Knowledge of the National Disability Insurance Scheme (NDIS) as implemented in the ACT.

Note: This is a part time position available at 16.53 hours per week from 21 January 2021 for a period of 12 months with the possibility of extension. The full-time salary noted above will be paid pro-rata.

Contact Officer: Leo De Boer (02) 5124 9050 leo.deboer@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Specialist Youth Mental Health Outreach Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 13423)

Gazetted: 29 October 2020

Closing Date: 16 November 2020

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

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

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

Overview of the work area and position

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 children and young people who are experiencing moderate to severe mental health issues.

The Specialist Youth Mental Health Outreach Registered Nurse position works collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. The Specialist Youth Mental Health Outreach Registered Nurse is expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

The Registered Nurse for Specialist Youth Mental Health Services will be required to work rotating shifts including weekends, after-hours and public holidays.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in Nursing.

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

Current driver's license.

Highly Desirable:

Previous experience working with young people.

Ideally five years previous experience in mental health post qualifying.

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: Laura Dawel (02) 5124 3190 laura.dawel@act.gov.au

Clinical Services

Medicine

Diabetes Service

Diabetes Nurse Educator

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 17182)

Gazetted: 29 October 2020

Closing Date: 12 November 2020

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Overview of the work area and position:

The CHS Health Diabetes Service is a multidisciplinary team comprising medical, nursing, and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community-based locations within the ACT. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes.

This nursing role requires the ability to provide appropriate skilled clinical assessment and intervention for clients with diabetes across CHS Health Campuses.

The Diabetes Nurse will be responsible professionally to the Senior Nurse Clinician of the CHS Diabetes Service.

Eligibility/Other Requirements:

Mandatory:

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

Must hold and maintain a current driver's licence.

Highly Desirable:

Post-graduate qualifications from a university or tertiary institution in Diabetes Education. Is an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator or is working towards a post-graduate certificate in Diabetes Education.

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).

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

Contact Officer: Lynelle Boisseau 0435446516 lynelle.boisseau@act.gov.au

Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health Services - Chronic and Complex Care

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 23984)

Gazetted: 29 October 2020

Closing Date: 12 November 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 Justice Health Services, Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre and Bimberi Youth Justice Centre. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services.

At this level you will be responsible for supporting the team through and leading change management across a portfolio of key projects within the custodial health team including the development of clinical pathways for chronic diseases and standardised care plans for clients with complex needs in custody.

You will also be responsible for the development of policies and procedures relating to primary care nursing and leading Quality Improvement initiatives within the team.

This position works collaboratively with all staff to ensure optimum service delivery and best evidence practice.

This role will work with the senior nursing leadership team to drive change and promote a high-quality service to patients. You will be required 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 Australian Health Practitioner Regulation Agency (AHPRA) as a Registered (Division 1) Nurse.

Desirable:

Previous experience in Chronic Disease Management.

Previous experience in a Primary Health or Custodial Health care setting.

Previous experience in procedure development and/or clinical pathway development.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: This is a temporary position available until 21 May 2021.

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

Contact Officer: Amanda Chase (02) 5124 2523 amanda.chase@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services - SMHI

Administration Officer

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 37323, several)

Gazetted: 29 October 2020

Closing Date: 12 November 2020

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Our Values: Reliable, Progressive, Respectful and Kind.

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(ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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

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

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

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

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

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

Overview of the work area and position

Mental Health, Justice Health, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery.

The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Adult Acute Mental Health Services;

Adult Community Mental Health Services;

Alcohol and Drug Services;

Child and Adolescent Mental Health Services (CAMHS);

Justice Health Services; and

Rehabilitation and Specialty Mental Health Services.

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

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

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

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

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

Reporting to the Administration and Data Manager it is expected that in this position you will provide administrative support to the clinical team with a focus on providing quality customer service. All staff are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

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

Proficient in the Microsoft Office Suite

Desirable:

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

Knowledge of Canberra Health Service internal software packages

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: These are temporary positions available for up to six months with possibility of extension and/or permanency. The working hours for this position are 8.30am – 4.51pm. This position is not required to wear a Uniform.

Contact Officer: Renee Wilesmith (02) 5124 1811 Renee.Wilesmith@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Rehabilitation Unit

Adult Mental Health Rehabilitation Unit Enrolled Nurse

Enrolled Nurse Level 1 \$61,658 - \$65,876, Canberra (PN: 27337)

Gazetted: 29 October 2020

Closing Date: 16 November 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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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

Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The AMHDS will be located adjacent to AMHRU at UCH, and will focus upon step-down programs, pharmacotherapy, psychological therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their careers and other key stakeholders.

Under the direction of an Allied Health Professional, Allied Health Assistants provide support to clinical staff with delivering psychosocial interventions to people with a mental illness or a mental disorder. Allied Health Assistants promote the identified recovery goals, working collaboratively with people to achieve these, and support the person to link with community agencies or NDIS providers. Allied Health Assistants level 3 are expected to provide supervision to staff at AHA level 1 and 2 and AHA students.

The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Peer Recovery Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements:

Mandatory:

Diploma in Nursing or Equivalent with the Australian Health Practitioner Regulation Agency (AHPRA).

Hold a current driver's licence.

Desirable:

Experience of working within a mental health setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

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

Note: The AMHRU positions work a 24/7 rotating roster. Enrolled Nurses are not required to work night shift. 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.

Contact Officer: Jennifer Harland (02) 5124 8633 jennifer.harland@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services - SMHI

Administration and Data Manager

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 37326)

Gazetted: 29 October 2020

Closing Date: 12 November 2020

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

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

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

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

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

Overview of the work area and position:

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

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

Adult Acute Mental Health Services.

Adult Community Mental Health Services.

Alcohol and Drug Services.

Child and Adolescent Mental Health Services (CAMHS).

Justice Health Services; and

Rehabilitation and Specialty Mental Health Services.

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

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

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

The Extended Care Unit (ECU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who

require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services. DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division.

Under limited direction the Administration and Information Manager will be an active member of the leadership team and will play a key role in providing day to day effective support and advice on all matters across the different sites.

This role will manage the day to day administration of the front office and several administration support officers and will play a key role in liaising between Canberra Health Services, the ACT Civil Administrative Tribunal (ACAT) and the Justice and Community Safety (JACS). All team members are required to undertake professional development, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Desirable:

Current driver's licence.

Relevant tertiary qualifications or experience in either clinical, operational management or policy development including extensive analytical background within a health care system are highly desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Contact Officer: Dannielle Nagle (02) 5124 1811 Dannielle.Nagle@act.gov.au

Office of the Chief Executive Officer

Clinical Trials Unit

Clinical Trials Coordinator

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 33482, several)

Gazetted: 30 October 2020

Closing Date: 13 November 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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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 Haematology Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. The number of participants in each trial varies from approximately 1 to 20 participants. These trials are either Pharmaceutical Sponsored trials, Registries, Investigator Led trials or Collaborative Studies that are funded by grants such as the Australasian Leukaemia and Lymphoma Group (ALLG).

The Clinical Trials Coordinators provide key support to and coordination of clinical research projects undertaken by the Haematology Clinical Trials Unit at Canberra Hospital. The projects will vary and may involve the evaluation of novel therapies in Phase 3, 2 and 1 Trials in the fields of malignant and non-malignant Haematology. The main responsibilities of the Clinical Trials Coordinator will be to act as "key" person for all aspects of the planning,

conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration with other clinical trial staff as well as co-ordinating patient care. They will act as a contact person responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. Their work is under the general direction of the Director of Haematology Clinical Trials, the Clinical Haematologists and the Clinical Trials Manager.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Desirable:

Academic knowledge or practical experience of clinical trials coordination.

Note:

There are two permanent full-time positions available. The option to work part-time will be considered. Hours of work are flexible. A merit list may be established to fill identical positions which may arise within the next 12 months.

Contact Officer: Katherine Johnson (02) 5124 2811 katherine.johnson@act.gov.au

University of Canberra Hospital

Specialised Nursing

Clinical Nurse Educator

Registered Midwife Level 3.1 \$108,237 - \$112,691, Canberra (PN: 22373)

Gazetted: 29 October 2020

Closing Date: 18 November 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.

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

Overview of the work area and position

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community.

Health Centres and Village Creek Centre in Kambah. 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.

This position will be based at UCPH on the University of Canberra campus and will be responsible for the management of human and operational resources after hours. The After-Hours Hospital Manager (AHHM) plays an

integral role in the medical first response team (Hospital Emergency Response Officers, HEROs) and they are the initial point of contact and manager of hospital emergency situations.

Eligibility/Other Requirements

Mandatory:

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

Nurse Practitioner must be credentialed prior to commencement at Canberra Health Services.

Desirable:

Post graduate qualifications in nursing, education, or related field.

Recent relevant experience in Education.

Current driver's licence.

Hold Intermediate or Advanced Life Support Certification.

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)

Complete Intermediate Life Support Certification, if required.

Note: This is a temporary position available for a period of 14 months.

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

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

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Unit

Exercise Physiologist, Adult Mental Health Unit

Health Professional Level 2 \$66,988 - \$91,962, Canberra (PN: 39760)

Gazetted: 30 October 2020

Closing Date: 17 November 2020

Details: Our Vision: Creating exceptional health care together.

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

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

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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.

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

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

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

Overview of the work area and position:

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

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

Adult Acute Mental Health Services.

Adult Community Mental Health Services.

Alcohol and Drug Services.

Child and Adolescent Mental Health Services (CAMHS).

Justice Health Services.

Rehabilitation and Specialty Mental Health Services.

Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age. The service aims to provide collaborative care involving the person, their carers and other key services.

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility providing 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients.

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

The Exercise Physiologist will provide individualised assessments and exercise programs to complex mental health consumers with/without chronic health conditions across several units under limited supervision. In this role you will contribute clinical expertise to the multidisciplinary team, assist and contribute to the service development and therapy processes and support health promotion strategies across several unique mental health environments within Canberra Health Services.

This position will work across three main facilities within the division of Mental Health Services. The position will report to the SMHU Therapy Manager. Professional and clinical supervision for this position will be provided by the Exercise Physiology Department.

This duty statement outlines a range of possible duties that staff are expected to perform at this level.

Eligibility/Other Requirements:

Mandatory:

Exercise/Sports Science degree from a recognised tertiary institution.

Current accreditation with Exercise and Sports Science Australia (ESSA).

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

Minimum 12 months paid work experience, post qualification, in a related/relevant organisation/service.

Current driver's licence.

Desirable:

Experience in working with adult patients with moderate to severe mental health conditions in inpatient units that include acute, rehabilitation and/or forensic.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Comply with CHS credentialing requirements for allied health.

Note:

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

Contact Officer: Camille Falkiner (02) 5124 1838 Camille.falkiner@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Hospital Liaison Team

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 49486)

Gazetted: 04 November 2020

Closing Date: 18 November 2020

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Our Values: Reliable, Progressive, Respectful and Kind.

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

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

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

Overview of the work area and position

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 children and young people who are experiencing moderate to severe mental health issues.

The Hospital Liaison Team Clinical Nurse Consultant position is responsible for providing leadership and working collaboratively as part of a multidisciplinary team. This involves the provision of expert clinical leadership and management within a nursing and multidisciplinary team and developing and maintaining collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate care. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

The Clinical Nurse Consultant reports operationally to the team Manager and professionally to the Director of Nursing, MHJHADS.

Eligibility/Other Requirements:

Mandatory:

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

Current driver's licence.

Highly Desirable:

Previous experience working with young people.

Five years previous experience in mental health, post qualification.

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

Contact Officer: Abby James/Delia O'Shea (02) 5124 1652/0435 652 168

abby.james@act.gov.au/delia.o'shea@act.gov.au

**Mental Health, Justice Health, Alcohol and Drug Services
CAMHS Adolescent Intensive Home Treatment Team (AIHTT)
Youth Worker**

Allied Health Assistant 3 \$66,263 - \$69,516 (up to \$73,540 depending on qualification level), Canberra (PN: 49492)

Gazetted: 02 November 2020

Closing Date: 18 November 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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

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

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.

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

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

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

Overview of the work area and position:

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).

CAMHS provides contemporary mental health services for children and young people who present with moderate to severe mental health presentations. CAMHS provides evidence-based assessment and interventions with a recovery focus.

The Youth Worker position will work collaboratively as part of a multidisciplinary team to enhance access to mental health treatment for young people aged 5-18 who present with moderate to severe mental health issues.

Eligibility/Other Requirements:

Mandatory:

Minimum Certificate IV in Youth Work or Mental Health or Allied Health Assistance plus relevant experience.

Current drivers' licence.

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

Desirable:

Experience working in mental health.

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:

The successful candidate will be required to;

Be available to work within all program areas of CAMHS as service needs arise.

Be available for weekend rostering.

Contact Officer: Abby James (02) 5124 1652 Abby.James@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Health Professional Officer

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 38021)

Gazetted: 02 November 2020

Closing Date: 18 November 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 several locations and in varied environments for people suffering from mental health issues.

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

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

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

Overview of the work area and position

Mental Health, Justice Health, Alcohol and Drug Services (MHJADS) 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 are 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, 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 children and young people who are experiencing moderate to severe mental health issues.

Under the direction of the Manager of CAMHS Specialist Youth Mental Health Outreach (SYMHO), the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. Health Professional Officers within the unit are expected to be actively involved in professional

development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

Eligibility/Other Requirements:

For Occupational Therapy –

Mandatory:

Be registered or eligible for registration with Occupation Therapy Board of Australia

Eligibility for professional membership of Occupational Therapy Australia

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

Current driver's licence.

For Psychology –

Mandatory:

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

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

Current driver's licence.

Highly Desirable:

Approved (or eligible for approval) as a Supervisor and/or Secondary Supervisor for 4 +2 Internship Programs by the Psychology Board of Australia, incl. Higher Degree Students.

For Social Work –

Mandatory:

Degree in Social Work

Highly desirable, for all disciplines:

Previous experience working in mental health sector, post qualification.

Previous experience working with young people.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

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

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

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

Contact Officer: Laura Dawel (02) 5124 3190 laura.dawel@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

CAMHS Adolescent Intensive Home Treatment Team (AIHTT)

Health Professional

Health Professional Level 2 \$66,988 - \$91,962, Canberra (PN: 49493, several)

Gazetted: 03 November 2020

Closing Date: 19 November 2020

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

Overview of the work area and position:

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 are 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, other community settings including peoples' homes. These services include:

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

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Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

Under the direction of the Manager of CAMHS Specialist Youth Mental Health Outreach (SYMHO), the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. For example, those experiencing early psychosis and those who are experiencing severe high prevalence mental illness. Health Professional Officers within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team.

Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise. The role will also require the team member to undertake evening and weekend work, professional development, and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

Be registered or eligible for registration with Occupational Therapy Board of Australia.

Eligibility for professional membership of Occupational Therapy Australia.

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

Must hold a current driver's licence.

For Psychology:

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

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

Must hold a current driver's licence.

For Social Work:

Degree in Social Work.

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

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

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

Must hold a current driver's licence.

Highly desirable for all disciplines:

Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

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

Note:

The successful candidate will be required to:

Be available for evening and weekend work on a regular rostered basis.

Be available to work within all program areas of CAMHS as service needs arise.

Contact Officer: Abby James (02) 5124 1652 abby.james@act.gov.au

Allied health

Division of Allied Health

Nutrition Department

Dietitian - New Graduate

Health Professional Level 1 \$62,823 - \$82,307, Canberra (PN: 17383, several)

Gazetted: 02 November 2020

Closing Date: 16 November 2020

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

Overview of the work area and position

The Nutrition Department is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services.

Services include:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities

Food Service governance activities in partnership with the Canberra Hospital Food Service Department

Under supervision, you will provide clinical dietetic services across the Canberra Health Services and contribute to service improvement and quality improvement/quality assurance activities of the department.

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

Eligibility/Other Requirements:

Mandatory:

Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics.

Eligible for membership of the Dietitians Association of Australia, and eligible to hold Accredited Practising Dietitian (APD) credential.

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

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 credentialing requirements for allied health.

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

Note: These are temporary full time positions available for a period of 12 months. This position may be required to participate in overtime, on call, and rotation roster. Some weekend and public holiday duty will be required. An order of merit list may be established from this recruitment which may be used to fill any arising vacancies at level in the following 12 months.

Contact Officer: Andrew Slattery (02) 5124 2544 andrew.slattery@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Service

Justice Health Services

Secure Mental Health Inpatient- Facilities Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 37325)

Gazetted: 02 November 2020

Closing Date: 16 November 2020

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

Overview of the work area and position:

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

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

Adult Acute Mental Health Services.

Adult Community Mental Health Services.

Alcohol and Drug Services.

Child and Adolescent Mental Health Services (CAMHS).

Justice Health Services; and

Rehabilitation and Specialty Mental Health Services.

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

The DMHU is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

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

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

This position will assist the clinical team by coordinating and maintaining a register of property and funds for the people receiving care within the Secure Mental Health Services (SMHS).

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Hold a current driver's licence.

Previous work experience is a senior Administrative Services Officer role within a mental health or health care facility or similar setting.

A Certificate III or IV in Community Service would be highly regarded.

High Level Keyboard skills and sound experience in the use of Microsoft Office Suite.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Contact Officer: Renee Wilesmith (02) 5124 1811 renee.wilesmith@act.gov.au

Gastroenterology and Hepatology Unit

Medicine

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22400)

Gazetted: 02 November 2020

Closing Date: 16 November 2020

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

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

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

Overview of the work area and position

The Gastroenterology and Hepatology Unit (GEHU) consists of an endoscopy unit and outpatient clinics. The GEHU provides a range of gastroenterological interventional and diagnostic services including, but not limited to, gastroscopy, colonoscopy, bronchoscopy, endoscopic retrograde cholangiopancreatogram, endoscopic

ultrasounds, and an Anorectal manometry service. The outpatient clinics includes the inflammatory bowel disease service, liver disease service, National Bowel Cancer Screening program.

The GEHU CNC is responsible for the standards of nursing care and the operational management of the GEHE, ensuring the effective and efficient operation of human and financial management and patient flow within the service. The CNC is also responsible for driving the quality and safety agenda for the GEHU, in collaboration with the Unit Director, and ensuring that all nursing staff have access to the required education and training to ensure high standards of nursing competence and care delivery to our patients.

Eligibility/Other Requirements

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

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

Contact Officer: Marg McManus (02) 5124 5164 margaret.mcmanus@act.gov.au

Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

CAMHS Acute Services

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 49487, several)

Gazetted: 02 November 2020

Closing Date: 19 November 2020

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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.

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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.

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

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

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

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community-based services of ACT Health include early childhood, youth, and women's health; dental services, rehabilitation, and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities.

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

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Rehabilitation and Speciality Services.

Adult Community Mental Health Services (ACMHS).

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Alcohol and Drug Services (ADS).

Child and Adolescent Mental Health Services (CAMHS).

Justice Health Services (JHS).

Overview of the work area and position

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

The Health Professional Officer position will collaboratively as part of a multidisciplinary team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. For example, those experiencing early psychosis and those who are experiencing severe high prevalence mental illness.

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

Eligibility/Other Requirements

Mandatory:

For Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy.

Registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA).

Eligibility for professional membership of Occupational Therapy Australia.

Must hold a current ACT driver's licence.

For Psychology:

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

Must hold a current ACT driver's licence.

Highly Desirable:

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

For Social Work:

Degree in Social Work.

Eligibility for membership of the Australian Association of Social Workers.

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

Must hold a current ACT driver's licence.

Highly desirable for all disciplines:

Minimum of three years (ideally five years) post qualification.

Experience working with young people.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals.

Note: The successful candidate will be required to.

Be available for weekend work on a regular basis.

Be available to work within all program areas of CAMHS as service needs arise.

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

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

Contact Officer: Delia O'Shea (0435 652 168) delia.o'shea@act.gov.au

Division of Women, Youth and Children

Community Health Programs

Program Support Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 19306)

Gazetted: 04 November 2020

Closing Date: 20 November 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 and alcohol and drug services.

Overview of the Work Area and Position

Women, Youth and Children, Community Health Programs (WYCCHP) delivers a range of primary health care community-based services to children, adolescents, families, and women including early pregnancy, child and family health, school health, child protection and women's health services. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. The Program Support Nurse works closely with the WYCCHP leadership team to broadly provide support for the delivery of clinical services. This includes strategic planning, change management and organisational development.

Eligibility/Other Requirements:

Mandatory:

Unconditional registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Hold a current driver's licence.

Desirable:

A tertiary qualification in a relevant Primary Health speciality or in Policy development.

Experience in project management.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note: This position is part time, 27 hours a week and the full-time salary noted above will be pro-rata. How these hours are worked across the week/fortnight is negotiable.

Contact Officer: Carolyn Thomas (02) 5124 1607 Carolyn.thomas@act.gov.au

Medicine

Clinical

Advanced Practice Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 38273)

Gazetted: 04 November 2020

Closing Date: 20 November 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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

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

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

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

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

Overview of the work area and position:

Dermatology is a clinical unit within the Division of Medicine largely an outpatient-based service that provides clinical assessment and treatment for patients with dermatological conditions from the ACT and surrounding region. The Dermatology team cares for patients of all ages and consults inpatients and conducts multiple outpatient clinics in various outpatient areas, including Paediatrics.

The Advanced Practice Nurse (APN) provides comprehensive Dermatology nursing assessment with advanced skill sets in the care of patients, as per the APN scope of practice. The position implements comprehensive and tailored clinical care for patients and their families living with dermatologic conditions in collaboration with the Dermatology Medical team.

This collaboration and coordination supports coordinated clinical care and provision of timely and appropriate access across health care settings.

The APN position engages in clinical governance management, quality improvement activities, multidisciplinary clinical education and seeks to conduct research where the results can be applied to enhance Dermatology and service delivery.

Eligibility/Other Requirements:

Mandatory:

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

Holds or working towards a post-graduate certificate in related field.

Desirable:

Previous experience providing care to patients in related field.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

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

Contact Officer: Marg McManus (02) 5124 5164 margaret.McManus@act.gov.au

Nursing

Ward 7B

Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 10644)

Gazetted: 04 November 2020

Closing Date: 18 November 2020

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Our Values: Reliable, Progressive, Respectful and Kind.

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales

region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire, and the Yass Valley.

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

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

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

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

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

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

Overview of the Work Area and Position

The General Medicine (GM) unit on 7B cares for patients with multiple active co-morbidities or undifferentiated illness that requiring ongoing hospital care. The successful applicant will work within a multidisciplinary clinical environment consisting of committed nursing, medical and allied health staff. The majority of patients are admitted to the unit via ED, from ICU or directly from home and as the Clinical Development Nurse you will be a key member of the team, facilitating clinical teaching, participating in quality activities and nursing research activities with a focus on General Medicine.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

It is desirable, but not mandatory that the successful applicant has a Certificate IV in training and assessment.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

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

Contact Officer: Clare Gallagher (02) 5124 2449 clare.gallagher@act.gov.au

Acute Allied Health Services

Psychology

Clinical Psychologist

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 48104, several)

Gazetted: 04 November 2020

Closing Date: 20 November 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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

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

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

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

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

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

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

Overview of the work area and position:

The Canberra Health Services Division of Allied Health Services provides a range 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 Psychology team in Acute Allied Health Services provides evidence-based care to inpatients and outpatients across four divisions of The Canberra Hospital (TCH) and Canberra Health Services. TCH is an acute care teaching hospital of approximately 600 beds, and a tertiary referral centre that provides a broad range of specialist services to the people of the ACT and South East NSW. The team consists of Clinical Psychologist and Clinical Neuropsychologist roles.

This Clinical Psychology position is part of the Allied Health team providing services to a range of inpatient and outpatient services including specialised services such as the ACT Hospital in the Home service, Pain Management Service and the Spinal Pain Service. This position will report to the Manager of Acute Support Psychology.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Clinical Psychology.

General registration with the Psychology Board of Australia.

Area of Practice Endorsement in Clinical Psychology or currently undertaking the registrar program for Area of Practice Endorsement in Clinical Psychology (at least 12 months into the registrar program)

Desirable:

Eligibility for (or willingness to work towards) gaining approval as a Psychology Board of Australia Approved Supervisor for Higher Degree students, and Principal Supervisor for Registrar Program in Clinical Psychology.

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 credentialing requirements for allied health.

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

Note:

These are temporary positions available until 1 October 2021 with the possibility of extension and/or permanency.

This position may require the clinician to undertake home visits. Those only interested in part time work please apply as we are able to negotiate part time hours.

*Group Attraction and Retention Incentive: \$9,466 - \$13,316

The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$113,003.

Contact Officer: Elissa Jacobs (02) 5124 2045 Elissa.Jacobs@act.gov.au

Allied Health

Rehabilitation Aged and Community Services

RACS Social Worker

Health Professional Level 2 \$66,988 - \$91,962, Canberra (PN: 16899, several)

Gazetted: 04 November 2020

Closing Date: 18 November 2020

Details: Our Vision: creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

Canberra Health Services (CHS) is 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.

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

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

Overview of the work area and position:

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

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

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

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

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing. The Social Worker will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

Eligibility/Other Requirements:

Mandatory

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*.

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

Desirable

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

Previous experience in a health setting.

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

Contact Officer: Natasha Synnott (02) 5124 0232 Natasha.Synnott@act.gov.au

Clinical Services

Chief Operating Officer Clinical Services

Rehabilitation, Aged and Community Services

Enrolled Nurse

Enrolled Nurse Level 1 \$61,658 - \$65,876, Canberra (PN: 21955, several)

Gazetted: 02 November 2020

Closing Date: 18 November 2020

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Our Values: Reliable, Progressive, Respectful and Kind.

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

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

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

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

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

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

Overview of the work area and position

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

A number of RACS services work collaboratively with the individuals, their carers and other services within and external to Canberra Health Services. The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care. Services are delivered in a clinic or domiciliary setting.

Eligibility/Other Requirements:

Mandatory:

Diploma in Nursing.

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

A current driver's licence.

Desirable:

Comprehensive experience as an Enrolled Nurse as these positions have a high degree of autonomy.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: These positions are permanent part time evening positions on a 5x2 roster of 6-hour shifts (21 hours per week) which include working every second weekend. The full-time salary noted above will be paid pro-rata. There is a possibility of a range of extra shifts, as well as backfilling, for night duty positions. We are a small well-established team with a positive can-do attitude. Comprehensive training will be provided. Casual positions may also be available for applicants found suitable.

Contact Officer: Leontine Muis (02) 5124 2900 leontine.muis@act.gov.au

Canberra Institute of Technology

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

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

Evolving Teacher

Human Resources

Corporate Services

Evolving Teacher Senior Developer

Teacher Level 2 (EDS CIT) \$108,974 (conditions as outlined in the Canberra Institute of Technology's (Teaching Staff) Enterprise Agreement, Canberra (PN: 37584))

Gazetted: 04 November 2020

Closing Date: 18 November 2020

Details: Canberra Institute of Technology (CIT) Evolving Teacher team are responsible for supporting teacher skills capability and professional learning. We offer formal qualifications and provide strategic responsive professional learning opportunities for teachers to enable contemporary and flexible Teaching and Learning in a vocational setting.

The Evolving Teacher team are looking for the right person to fill a temporary Teacher Level 2 EDS role. We are a dynamic and client-focussed team and we require the successful candidate to have the ability to be flexible at all times. As a Teacher Level 2 EDS, you will work under the direction of the Manager (MEL1 EDs). The right candidate will demonstrate leadership strengths and have a proven ability to manage multiple responsibilities, be well organised with the ability to work independently as well as collaboratively in a team setting. The candidate will need to be able to 'think outside the box' using design thinking principles for implementing innovative solutions. The team is enthusiastic about supporting CIT teachers and staff with relevant and effective programs. The successful candidate will be required to work closely with the manager to research, design and implement professional learning and related relevant PD opportunities for contemporary teaching and learning in line with the Strategic Compass and the Evolving Together principles. The candidate must be digitally fluent.

The Position Description contains further details of the role and skills required, and of the type of attributes, we are after. Prospective applicants are also encouraged to discuss the position with the contact officer before applying. This is a great time to join our team, which engages with and supports the whole of CIT.

Eligibility/Other requirements: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, sub-Clause 40.8 All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent). Industry Experience in accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021. All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

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

How to Apply: Please submit current curriculum vitae, contact details for two referees and the written response to the Selection Criteria within the Position Description attached. For more information please contact the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Ryan (02) 6207 3223 Angela.Ryan@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Deputy Director-General, Access Canberra

Temporary Vacancy (15 December 2020 to 8 January 2021 with a possibility of extension)

Chief Minister, Treasury and Economic Development Directorate

Position: E827

(Remuneration equivalent to Executive Level 3.2)

Date circulated: 5 November 2020

Circulated to: ACTPS Senior Executive List

Looking for an opportunity to develop or grow your executive skills by leading an operationally diverse agency that performs both regulatory and customer service functions? An exciting opportunity is coming up to temporarily

perform the role of Deputy Director-General, Access Canberra.

As Head of Access Canberra, you will be responsible for supporting a safe and liveable city by delivering a regulatory one stop shop. Access Canberra is all about giving people easy access to ACT Government regulatory services, payments and information while offering great customer experience.

At Access Canberra, we seek to help community organisations, business and individuals work with the ACT Government and constantly look for new ways to deliver our services. We actively engage in a risk and harm approach to support regulatory compliance outcomes across a broad range of industry sectors to build a strong economy, safe community and sustainable environment. Access Canberra also plays an important role in the government's response to COVID-19.

The Deputy Director-General works collaboratively with the CMTEDD Director-General, other Executives across the ACT Public Service (ACTPS), and key non-government stakeholders to implement government priorities and support our community.

To apply: If you think you have what it takes to steer this ship while our captain is on leave, please provide your one page pitch to Rachael.short@act.gov.au by COB Wednesday 11 November 2020.

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

Remuneration: The position attracts a remuneration package ranging from \$361,128 - \$293,809 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$293,809.

Commercial services and infrastructure group

ACT Property Group

Corporate governance

Quality Management System and Work Health and Safety Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 22605)

Gazetted: 04 November 2020

Closing Date: 20 November 2020

Details: Have you worked in a quality assured organisation? Do you have a passion for work health and safety? This position could be for you.

This role supports the effective running of the corporate team including workplace health and safety and risk assurance. The role also provides administrative support for the workplace health and safety and quality assurance functions in the corporate team. The role assists in supporting our staff to ensure that we can deliver great services to our customers and stakeholders. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Government's delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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: This position requires a current driver's licence.

Note: This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

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

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

Please submit the following:

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

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

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and
Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark DaSilva (02) 6207 2832 mark.dasilva@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.

Construction, Utilities and Environment Protection Branch

Building and Planning Compliance

Rapid Regulatory Response Team

Compliance Regulator

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 41162)

Gazetted: 04 November 2020

Closing Date: 14 November 2020

Details: Expressions of Interest are sought to fill the short-term position of Compliance Regulator in the Rapid Regulatory Response Team. We are looking for a person with a unique combination of Skills, Knowledge and Behaviours to fill the role of Compliance Regulator in the Rapid Regulatory Response Team. In this role you will respond to complaints received by Access Canberra in relation to building and planning matters. You will conduct complex regulatory activities to assess compliance with the relevant Acts, Regulations, and technical building requirements, as well as on-site inspections and audits. The role requires extensive liaison and communication with a range of stakeholders, including owners of properties, construction professionals and complainants. You will assess and provide ACT building and planning legislation related advice on site to stakeholders while adhering to Access Canberra's engage and educate policy approach to resolving complaints. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Highly desirable for the role are excellent customer service skills, extensive knowledge of ACT building and planning legislation (including ACT development approval and building approval frameworks) and other relevant legislation, along with a very good understanding of Canberra building industry networks. Please see the attached position description for an outline of the position's responsibilities.

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

How to Apply: If you have read the Position Description and Selection Criteria and would like to apply for the role, please send:

your curriculum vitae.

a two-page Expression of Interest addressing the Selection Criteria giving examples of your experience that demonstrates you can successfully perform this role (maximum of two pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Ajith Buddhadasa (02) 6205 8359 ajith.buddhadasa@act.gov.au

Commercial services and infrastructure group

ACT Property Group

Integrated Facilities Management

Building Maintenance and Management Workplan Assistant

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 22099, several)

Gazetted: 04 November 2020

Closing Date: 11 November 2020

Details: Do you have a background in building maintenance and experience in working with a team to manage repairs, maintenance and improvements to building and properties? This could be the job for you.

This role assists teams coordinating the maintenance of ACT Government owned buildings. The role involves liaising with ACTPG maintenance, upgrade and building management staff, customers and building occupants and

also trade contractors on maintenance activities. The strong administration skills of the person in this position will ensure that ACT Property Group can provide an efficient and effective service, timely payment of invoices and good reporting to building owners. The role requires good organisational skills and the ability to monitor and manage multiple activities.

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

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

Eligibility/Other Requirements: This position requires a current driver's licence.

Note: There is one permanent vacancy and one temporary vacancy available for up to 12 months. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

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

Please submit the following:

A 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.

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stuart Finch (02) 6207 6337 stuart.finch@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.

Workplace Safety and Industrial Relations

Data, Finance and Analytics

Director - Self-Insurance

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 48272)

Gazetted: 03 November 2020

Closing Date: 24 November 2020

Details: A permanent full-time opportunity exists for an experienced contract and relationship manager within the Workplace Safety and Industrial Relations Group.

The successful candidate will be the main point of contact for several key stakeholder relationships and manage several strategic injury management contracts on behalf of the Workplace Safety and Industrial Relations Group. They will also support the operation of the Data and Analytics Team, which has responsibility for monitoring workers' compensation scheme and contractor performance and for the prudential and financial governance arrangements for the public sector workers' compensation scheme.

The successful candidate will work in partnership with contractors and internal government stakeholders to facilitate the delivery of effective and efficient injury management services.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Mikaela Turner (02) 6207 7192 mikaela.turner@act.gov.au

Access Canberra

Fair Trading and Compliance

WWVP Risk Assessment and Investigations Team

Risk Assessment Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 45369)

Gazetted: 03 November 2020

Closing Date: 17 November 2020

Details: Would you like to make a real difference in the community and contribute to the protection of vulnerable people? Access Canberra is looking for a highly motivated and conscientious candidate to fill the role of Risk Assessment Officer within the Working with Vulnerable People Risk Assessment and Investigations Team. You will need to have well-developed writing and verbal communication skills, be self-motivated, take ownership of work, and can work well within and across teams. The successful candidate will need to manage competing priorities, respond, and adapt to new and changing circumstances, undertake critical analysis of issues, and demonstrate high-level judgement while maintaining strong attention to detail.

Access Canberra is a dynamic workplace with a changing workforce and the preparedness to adapt through ongoing personal and professional development is a desirable quality of prospective candidates.

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

Eligibility/Other Requirements:

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.

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

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. A written test may form part of the interview process.

How to Apply: Your application should be written in the form of a pitch responding to the Selection Criteria, no longer than two pages, explaining how you are the right person for this opportunity and providing examples to demonstrate that you have Skills, Knowledge, Behavioural Capabilities and experience to perform the duties of the role. Applicants are also required to provide a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Isabelle Gath (02) 6205 4045 isabelle.gath@act.gov.au

Economic Development Division

Skills Canberra

Branch Coordination and Governance

Assistant Director, Government and Directorate Business

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 02388)

Gazetted: 02 November 2020

Closing Date: 18 November 2020

Details: Skills Canberra is seeking an Assistant Director, Government and Directorate Business to join its team.

Skills Canberra is responsible for Vocational Education and Training (VET), Adult Community Education (ACE) and skilled migration policy and programs in the ACT. Skills Canberra gathers and interprets data from a wide range of sources to predict industry trends, identify future training and skilled migration requirements, and implements initiatives and programs to deliver on ACT Government priorities.

As Assistant Director in the Branch Coordination and Governance team, you will: work closely with all Skills Canberra teams to support the provision of timely, high quality information and advice for the Branch, Directorate and Ministers; manage VET-related ACT Legislative Assembly, Cabinet and government reporting commitments, and implement both leading practice Public Sector governance and effective business practices.

The successful candidate must have strong organisational skills, with the ability to manage competing priority in a high pressure environment, You must be able to write clearly and be able to communicate complex technical ideas clearly and effectively, both in writing and verbally. You should have experience in negotiating and collaborating with internal and external stakeholders.

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

Note: Selection may be based on written application and referee reports only. A merit pool may be established from this recruitment process to fill future similar vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

How to Apply: Applicants should address the Professional/Technical skills and Behavioural Capabilities located in the Position Description with a pitch of no more than two pages, including a current curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Aimee Vassallo (02) 6205 4040 Aimee.Vassallo@act.gov.au

Workplace Safety and Industrial Relations

Data and Analytics

Senior Project Officer

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 49497)

Gazetted: 02 November 2020

Closing Date: 9 November 2020

Details: The Data and Analytics Team is responsible for ICT system management, data, finance, and analytics function of the Workplace Safety and Industrial Relations Division (WSIR). The WSIR Division are the custodians of all injury management data pertaining to the ACT public and private sectors and are responsible for the financial management of the Public Sector Workers' Compensation Fund.

The Data and Analytics Team is looking to recruit a Senior Project Officer to join their unique team. The successful candidate will report directly to the Senior Director and will primarily be responsible for overseeing and leading complex projects, including ICT systems reviews and procurement as well as data solutions design and implementation. This position requires a committed and hardworking individual that has demonstrated experience managing stakeholder relations, and the ability to prepare and execute complex project plans.

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 with work-related injury reporting requirements in the context of the ACT Public Service and the ACT Public Service Health, Safety and Injury Management Policies is highly desirable.

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

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

How to Apply: Candidates are requested to review the Position Description for further details about key duties and responsibilities of the role, and the capabilities required.

Please submit a two-page pitch setting out how your knowledge, skills and experience relate to this role and how they make you suitable for the position, along with the contact details of two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hana Alnajjab (02) 6207 2557 hana.alnajjab@act.gov.au

Shared Services

Partnership Services

Recruitment and Information Management Services

Senior Recruitment Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 08068)

Gazetted: 30 October 2020

Closing Date: 6 November 2020

Details: The Recruitment and Information Services (R&IS) team are seeking applications from highly motivated and experienced Human Resources administrators to fill the position of Senior Recruitment Officer. R&IS delivers recruitment services to all ACT Government agencies and directorates. It is a fast-paced customer driven environment. We are often the first point of contact for directorate customers seeking advice on complex recruitment matters including executive engagements, recruitment policies/legislation and compliance. The Senior Recruitment Officer is responsible for:

Providing customers with solutions to complex HR related matters which comply with ACT Public Service legislation, policies, and guidelines.

Completing complex requests on time and to a high standard.

Providing guidance to Recruitment Officers in delivering services.

Maintaining collaborative relationships with stakeholders; and

Assisting management in managing KPI's and quality assurance, Identifying and championing process improvements which improve the customer journey.

To be successful in this role you will have:

Demonstrated experience in providing recruitment advice to customers and stakeholders at all levels preferably within a government environment.

Demonstrated experience in the application of recruitment related legislation and policies for compliance/solution purposes.

Excellent relationship management skills which facilitates better team and HR outcomes.

Resilience in managing and prioritising escalating matters; and

High order attention to detail.

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

Note: This is a temporary position available immediately until 8 September 2021 with the possibility of extension up to 12 months and permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are asked to provide a two-page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description. Applicants are also asked to provide a current curriculum vitae and the names and contact details of two referees.

Applications should be sent to the Chair, Sara Howell, Senior Director, Recruitment and Information Services sara.howell@act.gov.au

Contact Officer: Nici Oke (02) 6207 5993 nici.oke@act.gov.au

Access Canberra

Engagement , Compliance and COVID - 19 Response

Event and Business Coordination Team

Event and Business Coordination Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 37808)

Gazetted: 30 October 2020

Closing Date: 13 November 2020

Details: Are you sick of doing the same thing day in, day out? Do you like talking to people? Can you multi-task and are self-motivated? If this sounds like you then consider this your calling. There is no time to feel bored in this position as you will need to think outside the square and problem solve all whilst keeping your cool. If you've ever been to an event and thought "I wonder how they did that" then, why not join the Access Canberra busy Event and Business Coordination (EBC) team where you will meet and work with great people and learn the tricks of the trade.

In this role you will work with passionate, innovative and experienced leaders who will encourage and support you to develop your interests and expertise. To be successful you will need to have a 'can-do' attitude coupled with highly developed interpersonal skills and a desire to achieve.

With that in mind, if you are someone who is excited about the prospect of using technology to make things easier, loves to fix problems before they occur, someone who can provide support to customers, stakeholders and the EBC team to coordinate a range of regulatory approvals and inspections to in turn help make Canberra one of the most liveable cities in the world, then this is a great opportunity for 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: Have an understanding of current regulatory requirements for event approvals or ability to quickly acquire such knowledge and an understanding of the building approval process and building services or the ability to quickly acquire such knowledge is highly desirable.

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

How to Apply: Suitability for this position will be assessed based on the Skills, Knowledge and Behaviour required to successfully deliver against the duties and responsibilities of the role as set out in the Position Description. Your written application should be presented in the form of a 'pitch for the role'. This should respond to the following two statements and be no longer than two pages.

Detail your greatest achievements and how they relate to this position and its requirements.

Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role. Please submit your pitch with a current curriculum vitae and the contact details of at least two referees. Touching base with the contact officer to discuss the duties of the position is highly recommended. Due to current social distancing guidelines selection may take place virtually via Webex.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dani Zivak (02) 6205 8622 dani.zivak@act.gov.au

Finance and Budget Group

Financial Reporting and Frameworks

Financial Analyst

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 32490)

Gazetted: 30 October 2020

Closing Date: 6 November 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 a Financial Analyst - 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 and management accounting in the ACT.

The successful applicant will join a small team undertaking Whole-of-Government financial reporting including the preparation of consolidated financial statements; undertaking 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 and the Government Budget Management System (GBMS) in the analysing and reporting on financial and policy issues.

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 highly desirable. CPA/CA membership is desirable.

Note: This is a temporary position for an initial period of six months with possible extension. Selection may be based on application and referee reports only.

How to Apply: Please provide a curriculum vitae, a one-page Expression of Interest in response to the Selection Criteria demonstrating why you are the right person for this role and details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natasha Bourke (02) 6207 0133 Natasha.Bourke@act.gov.au

Economic and Financial Group

Asset Liability Management

Accounting and Compliance Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 01413)

Gazetted: 29 October 2020

Closing Date: 12 November 2020

Details: The Asset Liability Management Branch in Treasury is seeking an appropriately skilled and experienced person to fill the newly established accounting and compliance officer position. Working within a small team, this position plays a critical role in supporting the ongoing functions of the Branch. The occupant of this position is required to have a range of skills covering the areas of accounting and finance.

The Accounting and Compliance Officer will have a significant role in the preparation of monthly, quarterly and annual financial statements, budget estimates, the ongoing monitoring of the budget estimates, contract management tasks including monitoring of KPI's, compliance and reporting, invoices and fee reconciliations, and the management of compliance and reporting requirements of the Branch.

This position presents a great opportunity to be part of a small and specialised team, that is involved in a diverse range of activities across accounting, and finance functions and services. 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: Qualifications in Accounting or a related field is preferred. Membership and professional accreditation, or progress toward accreditation, with a peak Australian accounting body such as CPA or CA will be highly regarded.

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

How to Apply: Please review the Position Description and job advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on applicants demonstrated Skills, Knowledge and Behaviours in relation to the duties/responsibilities detailed in the Position Description.

Applicants are required to submit **three** items:

A two to three page written application addressing the Selection Criteria and Professional/Technical Skills and Knowledge, and Behavioural Capabilities having regard for the job requirements. The response should: Demonstrate your capability to perform the duties and responsibilities detailed in "What You Will Do" including examples of how you have done this in the past.

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

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

3. Contact details of at least two referees (preferably one should be a current Supervisor/Manager).

Please ensure you submit all **three** items as failure to do so is likely to result in your application not being considered.

Applicants are strongly encouraged to explore the Treasury publications page at <https://apps.treasury.act.gov.au/publications> to find more information about the Territory Banking Account and the Superannuation Provision Account from the various annual report, budget paper and investment, borrowing and superannuation links.

Contact Officer: Patrick McAuliffe (02) 6207 0187 patrick.mcauliffe@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Manager Program and Presenter Services

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 3578)

Gazetted: 02 November 2020

Closing Date: 9 November 2020

Details: To join Canberra Theatre Centre's Program and Presenter Services team you will need to have extensive experience working at high level in a performing arts centre and be responsible for optimising venue utilisation while curating the artistic quality and balance of the program.

This role requires you to have established industry networks and contacts, experience in negotiating and managing high level contracts, managing and developing client relationships with a view to business growth, capacity to problem solve and a working knowledge of standard technical requirements is desirable.

You will also need the capacity to analyse and provide advice on the Centre's investments in theatrical programming, as well as possess high level budgeting skills with attention to detail and organisational compliance. Eligibility/Other Requirements: Experience with booking management software is essential.

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

How to Apply: Applicants must submit a curriculum vitae and a written response to the Selection Criteria outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gill Hugonnet 0400 235 916 gill.hugonnet@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

North and Gungahlin Network

Dickson College

Dickson College School Secretary

School Assistant 2 \$48,856 - \$53,947, Canberra (PN: 00814)

Gazetted: 03 November 2020

Closing Date: 17 November 2020

Details: Dickson College is seeking a highly motivated person for the role of School Secretary. The position is part of the front office team and is the first point of contact for most phone calls and visitors to the school. Excellent customer service skills are essential, as is the ability to work with a broad range of people.

Dickson College is committed to providing a supportive, innovative and educationally enriched learning environment. Together, we work to develop informed, caring, creative and confident global citizens. The school administration and support team is a valued part of the school team.

The School Secretary undertakes regular financial duties such as processing voluntary contributions, excursions and other payments, as well as receipting and cash management. The role also provides general administrative support across the school as required, including helping to prepare for events (such as parent teacher night), preparation of certificates for awards ceremonies, data entry and management of student data. The position provides routine administrative support to the Principal, Deputy Principals and Business Manager. Other duties

include receiving deliveries and mail management, writing school newsletters, and assisting students presenting to the sick bay.

Eligibility/Other Requirements:

Essential:

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

Desirable:

First Aid certificate or willingness to undertake appropriate training.

Certificate III or equivalent e.g. Business Administration (Education), Government (School Support Services), Education Support and/or Information and Cultural Services.

Note: This position is expected commence on Friday 29 January 2021. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Esther Duffy (02) 6142 0140 Esther.Duffy@ed.act.edu.au

School Performance and Improvement

Tuggeranong Network

Lanyon High School

Executive Teacher – Mathematics, Science and SAS

School Leader C \$126,542, Canberra (PN: 01968)

Gazetted: 03 November 2020

Closing Date: 17 November 2020

Details: Lanyon High School is committed to supporting student learning outcomes by improving the capacity of all of its staff. The school has a broad range of students who require a diverse range of supports. The school is committed to improving teacher quality through the use of Professional Learning Communities. We are seeking a flexible and innovative school leader of Mathematics, Science and School Administrative System (SAS).

They should also be able to effectively build the capacity of staff and support the overall wellbeing of students by upholding the school values of: Student empowerment, Respectful relationships, Pride in the community and Resilience.

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

How to Apply: Applicants are to provide a curriculum vitae, 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: Rebecca Cusick (02) 6142 1800 Rebecca.Cusick@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

Margaret Hendry School

School Leader

School Leader C \$126,542, Canberra (PN: 48785, several)

Gazetted: 03 November 2020

Closing Date: 17 November 2020

Details: Margaret Hendry School is an Innovative Learning Environment supporting the academic, social, emotional, and physical growth of children aged 4-12 years of age. Learning is highly personalised, and children are supported through a collaborative approach to teaching and learning.

Seeking a dynamic and collaborative professional to join the Margaret Hendry School team. The successful applicant will demonstrate an understanding of and commitment to leading the school vision for learning in line with the Futures of Education Strategy.

The successful applicant will possess a strong sense of self as a member of a global community. They will demonstrate through examples of practice the essential skills and attributes to lead and deliver personalised learning for every child using contemporary pedagogy within a multi-age/multistage learning environment.

Job Description:

To develop and achieve whole-school strategic goals and implement the school plan.

Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

Provide inspirational leadership in curriculum and pedagogy, staff and student wellbeing and assessment and reporting.

Develop and manage productive staff relationships through supervising, mentoring, and coaching, and work as a collaborative leader in the primary sector.

In conjunction with the Primary Sector Principal be responsible for the maintenance of positive student, parent, and community relations.

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

How to Apply: Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) along with two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Woods (02) 6142 2800 Kate.Woods@ed.act.edu.au

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

Business Services

People and Performance

Strategy and Analytics

Director – Strategy and Analytics

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 49348)

Gazetted: 02 November 2020

Closing Date: 16 November 2020

Details: The Director - Strategy and Analytics is responsible for development and implementation of the Directorate's strategic Workforce Plan and all associated workforce strategies to support attraction and retention initiatives.

The Strategy and Analytics Director is also responsible for all workforce data and reporting, including all Ministerial requests, Annual Report and internal PowerBI dashboards. This role supports delivery of a high performing Directorate and a leading learning organisation, where our people know they matter.

The Strategy and Analytics Team sits within the People and Performance Branch and is responsible for providing programs and initiatives that support capability and engagement of our employees. The team also manages all entry level programs, supporting talent attraction and partners with our stakeholders to deliver user centred initiatives, programs and resources. The Director will form part of our branch leadership team that work together to deliver a proactive and collaborative approach to Human Resources.

Eligibility/Other Requirements:

Desirable:

Relevant tertiary qualifications or extensive experience in a similar role would be advantageous.

Professional memberships relevant to HR would be an advantage and/or AHRI Professional Accreditation/Practicing Certificate.

How to Apply: Please submit a response which addresses the Selection Criteria of no more than two pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Parrott (02) 6205 8208 Kim.Parrott@act.gov.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Hedley Beare Centre for Teaching and Learning

Cyber Security Analyst

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 38581)

Gazetted: 02 November 2020

Closing Date: 18 November 2020

Details: The ACT Education Directorate is recruiting for a Cyber Security Analyst within the Digital Strategy, Services and Transformation (DSST) Branch.

The ACT Education Directorate, Canberra is responsible for early childhood education and care, and school education in the ACT. The Directorate provides school education services to children and young people both directly through public schools and indirectly through regulation of non-government schools and home education. Our vision is that we will be a leading learning organisation where people know they matter. We focus on creating capable, resilient and active citizens by placing students at the centre, empowering learning professionals, building strong communities, and systems that support learning.

The Directorate is committed to building a culturally diverse workforce and 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.

DSST provides services to the Directorate in identifying, developing, and managing appropriate information and technical resources for corporate and school staff. This includes managing and providing advice on records, copyright, ICT programs, teaching and learning systems, business and administration systems, and relevant policies and procedures.

More details:

We are looking for an experienced Cyber Security Analyst to play an integral role in the Education Directorate to identify, report on, and remediate security risk in the Directorate's ICT systems and platforms. Relation the prevention, identification, analysis, communication, containment, and remediation of cyber security. The Cyber Security Analyst will review current and planned products, services and platforms, manage reporting on cyber security issues, oversee the implementation of security controls and processes, maintain security standards, and verify that security controls and systems are operating properly.

Duties and Responsibilities:

Perform security risk assessments and compliance audits of on-premises and cloud-based ICT systems and infrastructure.

Manage and maintain ICT security reporting, risk registers, and risk treatment plans. Identify and report on security gaps and risks; provide accurate and detailed risk descriptions to support executive decision making. Engage with internal business units, Shared Services ICT teams, solution vendors, and external stakeholders to ensure that technologies, environments, and solutions are secure and compliant.

Implement and provide input into ICT security policies, processes, plans, and solutions in an education environment.

Raise awareness of cyber security issues across the Directorate through announcements, briefing sessions, education programs, and other methods as appropriate.

Eligibility/Other requirements:

Desirable Criteria:

Professional certification or tertiary qualification in ICT Security Management, Cyber Security, Risk Management, Information Security Auditing, ICT Auditing and/or Cloud Security would be an advantage.

Desirable knowledge:

Australian Government Information Security Manual.

Cloud service provider security, in particular Microsoft Azure and/or Office 365.

Google GSuite for Education.

Software and system architecture.

Networking and communication protocols.

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

How to Apply: Please review the attached Position Description and in particular the Selection Criteria for further details about the role, and the capabilities required to perform the duties and responsibilities of the position.

Please include:

A written response of no more than two pages addressing the Selection Criteria, to outline your abilities and experience and how that makes you suitable for the role.

Contact details for at least two referees, and

A current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian.French@act.gov.au (02) 6205 9103 Ian.French@act.gov.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Senior Director - Enterprise Technology Solutions

Senior Officer Grade A \$148,991, Canberra (PN: 25100)

Gazetted: 30 October 2020

Closing Date: 10 November 2020

Details: This is a critical leadership position to lead and direct a team to improve and assist in selecting tools or products that improve business efficiency. It is crucial to have an understanding of the WhoG technology and data direction to ensure integration and ongoing improvement with existing solutions and standards. You will be expected to work with all levels of the organization across diverse areas and multiple stakeholders to select and implement solutions, building strategic and tactical relationships inside and outside the organization to support ACT Education's growth. Ideally you have ten years or more experience in technology solutions and enterprise architecture and you are passionate about implementing innovative solutions. You specifically have experience and understanding of data or software development skills and should have a technical development or architecture background. You should be experienced in shaping an institution or organisation's digital strategy. You are familiar with, or have the ability to acquire, an understanding of the ACT Education Directorate's Strategic Plan and initiatives under the Future of Education Strategy. You also have an understanding of emerging technologies to support pedagogy and accelerate digital transformation in the education sector.

Eligibility/Other requirements:

Possession of a current driver's licence and access to a private vehicle.

Degree qualification in related field or equivalent experience is preferred.

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

How to Apply: In two pages or less tell us why you want the role; what you would bring to the role and what you would get out of it; and describe an achievement that you are most proud of.

A current curriculum vitae,

Two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kelly Bartlett (02) 6207 5663 Kelly.Bartlett@act.gov.au

School Improvement and Performance Division

South and Weston Network

Telopea Park School

School Leader A - Telopea Park School

School Leader A 2 \$181,309, Canberra (PN: 45293)

Gazetted: 30 October 2020

Closing Date: 16 November 2020

Details: The ACT Education Directorate is responsible for early childhood education and care, and school education in the ACT. The Directorate provides school education services to children and young people both directly through public schools and indirectly through regulation of non-government schools and home education.

Our vision is that we will be a leading learning organisation where people know they matter. We focus on creating capable, resilient and active citizens by placing students at the centre, empowering learning professionals, building strong communities, and systems that support learning.

ACT Public Schools value innovative, student focussed leaders who lead school communities that are welcoming, dynamic, inclusive, culturally safe and meet the needs of all students. Successful leaders in the Directorate will be people focussed, have a strong commitment to the wellbeing of staff, students and families, and be capable of leading learning environments where all children and young people experience success, and where every teacher is empowered as an innovative learning professional to deliver high quality, engaging and differentiated learning experiences.

The ACT Public School System is growing at pace with a growing city. We are responding to meet the needs of our dynamic Canberra community through the ACT Government's Future of Education Strategy to develop students who have the skills and abilities to succeed in a rapidly changing world - <https://www.education.act.gov.au/our-priorities/future-of-education>.

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

ABOUT THE SCHOOL

Telopea Park School offers students a modern learning environment and promotes an enriching, safe and supportive learning culture. The school caters for Kindergarten to Year 10 students, and promotes the values of respect, cooperation, fairness and honesty in the learning pathways offered to students. It is also a multicultural school with over 70 nationalities represented in the student body.

Telopea Park School/Lycée Franco-Australien de Canberra is an Australian/French binational school. Telopea Park School provides a bilingual program from Kindergarten to year 6. The French secondary school program from Years 7 to 10 leads to the French Brevet in Year 9. The secondary school is an accredited International Baccalaureate Middle Years Programme.

In 1983, Lycée Franco-Australien de Canberra was established after the signing of a Treaty between the Governments of France and Australia. This Binational Agreement underpins the operation and governance of the school.

PRINCIPAL PROFILE

The Principal will lead a consistent approach to learning across the school. As the leader of the school's executive team, the principal will collaboratively develop and lead the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership team and staff. The principal works with the French principal/Proviseur to develop and implement the bilingual program and support teachers to deliver quality teaching in English and French languages.

With students at the centre, strategic priorities include improved numeracy growth, data informed practice, establishing a culture of inquiry and empowering students to be active contributors in their learning. The appointed Principal will work to build the capability of all teachers to collaborate with purpose and to embed a consistent approach to teaching and learning across the school in line with ACT Education Directorate Future of Education strategy.

The new Principal of Telopea Park School will continue to nurture the established strong partnership with the school community and external stakeholders. Further, the Principal will recognise that teachers and school leaders work in partnership with families, support staff and other professionals to promote equity of opportunity and excellent outcomes for all learners.

For a deeper understanding about the school, examine the school's Annual Action Plans, Annual School Board Reports, School Review Reports and current School Improvement Plan available on the [school website](#).

KEY DUTIES

The principal will ensure the needs of all students are met in a timely way through the strategic use of resources. With a strong focus on equity and inclusion, you will lead a consistent approach to learning across the school, ensuring there is a quality teacher in every classroom. As the leader of the school's executive team, you will collaboratively develop and assist in leading the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership and teaching teams. You will also manage the school within legislative requirements and in accordance with system and school board policies. The school is administered

within the frameworks of the ACT Education Directorate in accordance with the provisions of the Binational Agreement. The objectives of the Agreement are to promote bilingual education in the English and French languages and to foster cultural understandings. Providing professional leadership in all aspects of the school's operations and promote the overall educational welfare of students

Eligibility/Other Requirements: Competency in French language speaking highly desirable and will support the successful candidate to promote the school's bilingual context for learning and teaching. Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognized 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.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

How to Apply: Interested applicants in leading across ACT Public Schools should provide curriculum vitae (two pages), statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and contact information for two referees. For more information about this opportunity, contact the Contact Officer. In your application, we want to learn about the impact your leadership has had on improving outcomes for students, and what makes you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julie Cooper (02) 6207 1555 julie.cooper@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.

Environment, Planning and Sustainable Development

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

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

Planning Land and Building

Territory Plan Section

Senior Planning Officer

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 25331)

Gazetted: 04 November 2020

Closing Date: 20 November 2020

Details: Are you passionate about helping shape the future of cities? Are you a highly motivated professional? Do you want to help deliver a new planning system and contemporary best practice policies to guide the development of Canberra? We have a great opportunity for you as part of the ACT Planning System Review and Reform team in the Territory Plan Section. The team is looking for someone with excellent organisational, conceptual, research and communications skills around planning policy review and development. You will also bring your excellent understanding of statutory planning systems to the team.

Eligibility/Other Requirements:

Desirable:

A tertiary qualification in regional and urban planning, geography, architecture, social sciences, or related disciplines.

Highly Desirable: Significant work experience in the urban planning or related field.

Note: This is a temporary position available from the 3 January 2021 up until 4 January 2022. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Selection Criteria and a current curriculum vitae and contact details of at least two referees. If you require additional information about this role, please contact the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Trina McFarlane (02) 6207 1920 trina.mcfarlane@act.gov.au

**Office of Commissioner for Sustainability and the Environment
Communications Officer**

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 13812)

Gazetted: 03 November 2020

Closing Date: 10 November 2020

Details: This role is responsible for communications for the Office of the Commissioner for Sustainability and the Environment. This role includes:

strategic stakeholder engagement on environmental issues and reporting, including with children and young people,

content development for a range of audiences,

website management and control,

development of internal documents,

media management,

the development and management of the Office communications strategy,

management and population of social media channels, including associated with events and publications,

analytics and regular communications reporting.

This role brings a chance to work in a small team on important issues. We work with a wide variety of stakeholders on key issues of sustainability and environment for the ACT, including the delivery of environmental information to Government, community members, and schools and children.

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

Note: The commencement date for this position is July 2021. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2021.

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

How to Apply: Submission of a short curriculum vitae and an Expression of Interest (maximum two pages) addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sophie Lewis (02) 6207 2629 Sophie.Lewis@act.gov.au

Climate Change and Sustainability

Climate Change and Sustainability - Executive Branch

Senior Leadership Support Team

Executive Assistant

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 49305)

Gazetted: 03 November 2020

Closing Date: 19 November 2020

Details: Do you want to be part of a team recognised as a national and global leader in addressing climate change and promoting sustainable energy supply and use?

The Climate Change and Sustainability Division is seeking a highly motivated individual to provide Executive Assistant support to the Executive Group Manager (EGM) and Executive Branch Manager (EBM), Policy, as well as administration support to the wider Division. Working directly with the EGM and EBM the position will provide a range of administrative support functions, including coordinating briefs and Ministerial correspondence, arranging and scheduling appointments and meetings, screening telephone calls, travel and accommodation arrangements and ensuring correspondence, emails and enquiries are dealt with promptly and efficiently.

The position requires a person with high level organisational skills, effective communication and interpersonal skills, and the ability to multi-task in an evolving dynamic environment. The successful candidate will have a proven track record of working under pressure and managing changing priorities in a dynamic environment.

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

Note: This is a temporary position available until 31 January 2021 with the possibility of extension or being made permanent. An order of merit will be established from this selection process and may be used to fill future

identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. This position will operate in an Activity Based Working environment, adjusted as needed for Covid-19. Officers will not have a designated workstation/desk.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Tolson (02) 6205 8651 joanne.tolson@act.gov.au

Environment

ACT Parks and Conservation

Parks and Partnerships

Park Ranger 1

Park Ranger 1 \$65,097 - \$70,058, Canberra (PN: 13428, several)

Gazetted: 29 October 2020

Closing Date: 16 November 2020

Details: The ACT Parks and Conservation Service is responsible for the sustainable management of our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Parks, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations.

The ACT Parks and Conservation Service is seeking applications from suitably qualified people who are interested in permanent, fixed term (between one and five years) and temporary (up to 12 months) employment as a Base Grade Ranger Grade 1.

Ranger Grade 1 - Under supervision, ACT Parks and Conservation Rangers Grade 1 are responsible for the delivery of a broad range of basic conservation and natural resource land management programs in various ACT parks and reserves. Candidates should have basic knowledge and/or experience in natural and cultural resource management; and the ability to apply their knowledge/experience to conservation and rural land management activities.

For further information about the roles and functions of Ranger Grade 1 please visit :

<http://www.environment.act.gov.au/parks-conservation/parks-and-reserves/ranger-recruitment/> *nocache*

Eligibility/Other Requirements:

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

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

Be prepared to wear a uniform.

Possess a manual drivers' licence; and

Be an Australian citizen, have permanent residency status or a visa permitting you to work permanently in Australia.

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

Other Desirable Skills and Experiences

While no formal qualification is required for this role, progress towards or the completion of a relevant tertiary qualification will be highly regarded.

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

Note: Applications are sought for permanent, temporary and long-term acting opportunities. A separate temporary register for short and fixed term temporary vacancies may also be established. All applications received will be considered for both the order of merit list and temporary register. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Nadia Rhodes 0437 098 300 nadia.rhodes@act.gov.au

Environment

ACT Parks and Conservation

Parks and Partnerships

Park Ranger

Park Ranger 2 \$72,272 - \$78,254, Canberra (PN: 13482, several)

Gazetted: 29 October 2020

Closing Date: 16 November 2020

Details: The ACT Parks and Conservation Service is responsible for the sustainable management of our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations.

The ACT Parks and Conservation Service is seeking applications to form a register of suitably qualified people who are interested in temporary employment as a Ranger Grade 2.

Under limited direction, ACT Parks and Conservation Rangers Grade 2 are responsible for the delivery of a broad range of basic conservation and natural resource land management programs in various ACT parks and reserves; and demonstrate an ability to develop and plan programs. Candidates should have demonstrated relevant experience in cultural and natural resource management with clear understanding of sustainable land management and conservation principles.

For further information about the roles and functions of Ranger Grade 2, please visit :

<http://www.environment.act.gov.au/parks-conservation/parks-and-reserves/ranger-recruitment/> *nocache*

Eligibility/Other Requirements:

Be registered, or able to obtain a registration under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Be prepared to work a shift roster, weekends, public holidays or evening shifts at any site within a region on an “as needs” basis.

Be prepared to wear a uniform.

Possess a manual drivers’ licence; and

Be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia.

Other Desirable Skills and Experiences

A relevant tertiary qualification or substantial relevant work experience.

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

Note: This recruitment is to create a temporary register for positions that may arise over a 12 month period. No permanent positions will be filled from this recruitment process. 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 or may include an interview.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Nadia Rhodes 0437 098 300 nadia.rhodes@act.gov.au

Office of the Director-General

Engagement and Executive Support

Government Services

Directorate Liaison Officer

Senior Officer Grade C/Senior Officer Grade B \$108,926 - \$144,418, Canberra (PN: 15198, several)

Gazetted: 30 October 2020

Closing Date: 13 November 2020

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) is searching for skilled operators to become our next Directorate Liaison Officer/s, based in a Minister’s Office at the ACT Legislative Assembly.

Our portfolio responsibilities are diverse, dynamic and numerous – we play a key role in shaping Canberra’s future. If you pride yourself on your attention to detail, we encourage you to apply. We want people who can harness information and opportunities, can quickly clarify ambiguities and deliver on intended results. If you have a strong policy background and are looking for a different way to apply your skills, this could be a great fit. Most of all, we require a team player who is (or can quickly become) an authority on matters relating to the Directorate, Cabinet and the Legislative Assembly.

We are looking for one or more people to perform the DLO role, depending on the outcome of Administrative Arrangements following the recent ACT Election.

Eligibility/Other Requirements: Experience with the Objective records management system is highly desirable.

Note: These are temporary positions available for 12 months with possibility of extension for a further three months. One position is available immediately, with the other to commence in January 2021. The classification level you could be appointed to (Senior Officer Grade C or Senior Officer Grade B) also depends on this outcome, as well as your skills and experience – you may choose to apply for one level, or both. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Interested? We want you to share why you are the best person for the role via a one page pitch against the Selection Criteria as outlined in the Position Description. In addition, please provide a current curriculum vitae and details of two referees. When submitting your application, please specify if you are applying at the (Senior Officer Grade C or Senior Officer Grade B level (or both levels).

Applications should be submitted via the Apply Now button.

Contact Officer: Lisa Sampson (02) 6207 1667 Lisa.Sampson@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

Executive Branch Manager, Legislation, Policy and Programs

Temporary Vacancy (16/11/2020- 29/1/2021, with the possibility of extension)

Justice and Community Safety Directorate

Position: E1050

(Executive Level 1.4)

Date circulated: 3 November 200

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

The Justice and Community Safety Directorate (JACS) is seeking an experienced, innovative and motivated senior executive to fill the role of Executive Branch Manager within the Legislation, Policy and Programs Branch, commencing 16 November 2020 to 29 January 2021 with the possibility of extension up to the balance of 9 months (not beyond August 2021).

This role reports to the Executive Group Manager and involves direct supervision of team directors.

Legislation, Policy and Programs (LPP) advises on and develops policy and legislation in relation to all aspects of civil and criminal law in the Territory. It develops and administers a variety of justice-related and community safety programs and is responsible for managing the ACT's contract with ACT Policing.

LPP executives lead work on a wide range of issues for portfolio ministers. The Executive Branch Manager should be a dynamic leader with excellent communication, organisational and collaboration skills.

The Executive Branch Manager also has responsibility for management for LPP including staffing, budget, reporting and governance.

Eligibility/Other requirements: The position requires a law degree (or comparable qualification) or completion towards a law degree.

To apply: Applicants should submit a two page expression of interests and curriculum vitae addressing their suitability and availability for the role to Daniel Ng via email to daniel.ng@act.gov.au by COB Monday 10 November 2020.

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

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

Contact Officer: Daniel Ng, A/g Executive Group Manager (02) 6207 0674 daniel.ng@act.gov.au

ACT Corrective Services

Custodial Operations

Custodial Operations

Trainee Correctional Officer (Correctional Officer Grade 1 upon successful completion of training)

Correctional Officer Trainee \$48,163, Canberra (PN: 11367, several)

Gazetted: 04 November 2020

Closing Date: 4 December 2020

Details: ACT Corrective Services, Canberra, is looking for people with demonstrated life experience, personal integrity, self-confidence, and exceptional communication skills to become Correctional Officers. An interest in community safety, the ability to operate effectively in a team, as well as having the capacity to manage and respond to people from a wide range of cultures and backgrounds, is essential. Women and Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

Successful applicants will receive a training salary for the first ten weeks (\$48,813). We will provide you with all the relevant training to be a competent and accomplished Correctional Officer in the first ten weeks of your employment. This includes everything from legislations and policies, to report writing and dealing with challenging behaviours. You will also be supported to complete a fully funded, nationally recognised Certificate III in Correctional Practice within the first 12 months. The starting salary following the successful completion of this training will range between \$65,807 and \$78,473 per annum, plus superannuation. These positions are based at the Alexander Maconochie Centre.

ACT Corrective Services will be hosting two information sessions for people interested in learning more about these opportunities. Senior ACT Corrective Services staff will team up with current Correctional Officers to talk about what it is like to work in a correctional environment. There will be plenty of opportunities to ask lots of questions. There will also be discreet opportunities to learn more about careers in corrections for women, young people, and people from diverse backgrounds, as well as details about the training. As we continue to deal with the impact of COVID-19 it is important we adhere to and maintain social-distancing (at least 1.5 metres). Due to the indoor gathering restrictions, you **MUST** register if you are interested in attending the information session. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Relevant custodial experience or Certificate III in Correctional Practice are essential. If Certificate III in Correctional Practice is not held it must be attained within 12 months of date of entry to service.

Current unrestricted driver's licence is essential.

Senior First Aid Certificate is desirable.

Relevant tertiary qualifications desirable.

Candidates who successfully complete each stage will undergo a medical assessment and a National Police Check.

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

To be eligible for permanent appointment, you must be an Australian Citizen or a permanent resident of Australia (includes New Zealand citizens). For casual employment this is not a requirement.

Note: The information sessions are not mandatory; this is an opportunity to obtain further information about the job and recruitment process. The information sessions will be held at the Hellenic Club, Woden: 18:30pm – 19:30pm, Tuesday 17th November 2020 and 18:30pm – 19:30pm and Tuesday 24th November 2020 at Gungahlin Eastlake. REGISTRATION: Please email BSWDT@act.gov.au. The salary range will be increasing on the 10 December 2020 - CO1 to \$66,695 - \$79,532 in accordance with the Correctional Officers Enterprise Agreement 2018-2021. For more information, please see the Frequently Asked Questions document available on the ACT Government jobs website.

Applications that do not provide the full suite of documentation required will not be considered by ACT Corrective Services. Interested applicants are required to submit the following as part of the application process:

A two-page pitch indicating your capacity to perform the duties and responsibilities outlined in the Position Description and outline how your abilities, experience and/or qualifications make you suitable for this role.

Updated curriculum vitae with contact details of at least two referees, one of which should ideally be a current or immediate past Supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months; and

A copy of your driver's licence.

There are four stages to this recruitment process: (1) initial application assessment; (2) psychometric (psychological aptitude) testing (please note, we are unable to provide feedback about the results of the psychometric test); (3) interview; and (4) referee assessment.

Candidates who successfully complete each stage will undergo a medical assessment and a criminal history check and will be required to have a current Working with Vulnerable People clearance upon commencement of the Training Course. Permanent and casual officers will be required to complete a Certificate III in Correctional Practice within the first 12 months. Current Correctional Officers of ACT Corrective Services will be required to undertake each stage of the recruitment process, including psychometric assessment; however, progression from one stage to the next is not assured and will depend on performance compared to all other candidates, including external candidates, assessed at each stage.

How to Apply: Interested applicants are required to submit the following as part of the application process:

A two-page pitch indicating your capacity to perform the duties and responsibilities outlined in the Position Description and outline how your abilities, experience and/or qualifications make you suitable for this role.

Updated curriculum vitae with contact details of at least two referees, one of which should ideally be a current or immediate past Supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months; and

A copy of your driver's licence.

Applications should be submitted via the Apply Now button below.

Contact Officer: People and Culture Unit BSWDT@act.gov.au

LPP

Civil Law

Senior Legal Policy Officer

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 35620, several)

Gazetted: 04 November 2020

Closing Date: 20 November 2020

Details: The Civil Law Group is seeking applications for a number of Senior Legal Policy Officers (SOG-C) which may work across one or more sections of the Civil Law Group. Senior Legal Policy Officers are responsible for undertaking complex legal policy work in relation to civil law. This may include work on general civil law; promoting access to housing; citizens' rights and consumer protection; residential tenancies; defamation; the implementation of the National Redress for Institutional Child Sexual Abuse; human rights; discrimination; privacy; courts and tribunals; retirement villages; property; and a range of regulatory matters. Senior legal policy officers deliver critical legislation, law reform and policy projects and provide high quality, strategic advice to Ministers and Government. They are responsible for applying superior analytical and written skills to produce briefings, drafting instructions and issues papers across diverse areas of civil law.

This is an opportunity to join a busy, energetic group that makes a significant contribution to the Government's access to justice agenda, which has a tangible impact on the lives of Canberrans.

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Nadia Marjan (02) 6207 9655 Nadia.Marjan@act.gov.au

ACT Emergency Services Agency

Commissioner's Office

Public Information & Engagement

Assistant Director, Public Information

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 10714)

Gazetted: 03 November 2020

Closing Date: 10 November 2020

Details: The Justice and Community Safety Directorate (JACS) is seeking Expressions of Interest to fill the role of Assistant Director, Public Information within the Public Information and Engagement (PI&E) section of the ACT Emergency Services Agency (ACTESA).

ACTESA is responsible for protecting the community and ensuring the ACT community is one of the safest in Australia and the world. Through the provision of quality emergency services, ACTESA helps to: ensure the protection of life, property and the environment in the ACT, and takes an all-hazards approach that provides for effective emergency management to prepare for, prevent, respond to and recover from emergencies in the ACT.

ACTESA PI&E is a portfolio of the Commissioner's Office. The Commissioner's Office plays a key role in the liaison and coordination within ACTESA as well as between the Directorate, Minister's Office and key stakeholders.

Overview of the Work Area and Position

The Public Information and Engagement (PI&E) team resides within the Office of the ACTESA Commissioner. Under the *Emergencies Act 2004*, the Commissioner has responsibility for the overall strategic direction and management of the emergency services, community education and improving community preparedness for emergencies.

PI&E plays a key liaison and coordination role within ACTESA, across the JACS Directorate, Minister's Office and key stakeholders. Our role is to inform the Canberra community about emergencies that could impact their safety, ACTESA programs, policies and services. Through meaningful engagement we aim to build community resilience and optimise information delivery to inform decision making in the community.

The Assistant Director, Public Information supports achievement of ACTESA aims in providing the ACT community with emergency information and education. The Assistant Director is supported by the ACT Government guidelines, policies, procedures, and annual communications and engagement plan.

You will ensure the right information is provided to the right audience, at the right time. Informed by research, insights and evaluation you will bring an audience-first lens to your work.

Working flexibly, with openness to change and in partnership with stakeholders, you will lead a small team to engage and deliver effective communications to the ACT community, including from within an ACTESA Incident Management Team or from within the Public Information Coordination Centre (PICC) during a Territory Emergency Incident.

The capabilities below are required to perform the duties and responsibilities of the position.

Professional/Technical Skills and Knowledge

Production and implementation of high-quality communication strategies and campaigns, including digital content.

Production of high-quality media materials on complex and sensitive issues, including media releases, talking points and written media responses.

Demonstrated ability to manage and lead a small but high-performing team to succeed in a fast-paced environment.

Behavioural Capabilities

Demonstrated ability to liaise and negotiate effectively with a range of stakeholders, such as Ministerial and Executive staff, contractors and media representatives.

Demonstrated ability to manage competing priorities to meet deadlines under limited supervision, exercise initiative in a complex and dynamic work environment.

Demonstrated ability to model professional and effective behaviours consistent with the ACT Public Sector Values and signature behaviours and to the practice of inclusion within the workplace.

Eligibility/Other Requirements:

Tertiary qualifications in the field of communications and/or a related discipline area is highly desirable.

Experience working in a high pressure, fast-paced environment such as emergency services is desirable.

An understanding of and experience in direct media liaison, preferably with the ACT media is highly desirable.

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

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Behavioural Capabilities, Technical Skills and Knowledge components contained in the Position Description. Applicants should also provide a current curriculum vitae including the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kaylee Rutland (02) 6205 6746 Kaylee.Rutland@act.gov.au

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

ACT Corrective Services

Custodial Operations

Correctional Officer Class 2

Correctional Officer Class 2 \$82,280 - \$88,139, Canberra (PN: 11328, several)

Gazetted: 30 October 2020

Closing Date: 16 November 2020

Details: We would like to hear from people who are interested in: (1) community safety; (2) leading a team to promote and maintain safety and security in a custodial environment; and (3) supporting improved rehabilitative outcomes amongst individuals and groups of individuals in custody. In this role you will assist with the day to day operations of ACT Correctional Facilities, including supervision and management of Correctional Officers (Class 1), allocation of resources, caseloads and monitoring workflow. You will also participate in case management, promoting rehabilitation by encouraging participation and pro social activities amongst detainees.

To be successful, you will demonstrate an understanding of and commitment to best practice detainee management. You will also be able to demonstrate exceptional communication and interpersonal skills. As this is a supervisory position, you will possess a demonstrable capacity to manage staff and resources effectively and efficiently. You will also demonstrate a passion for people and a commitment to the promotion of a positive and rehabilitative culture and environment.

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

Eligibility/Other Requirements:

Relevant custodial experience or Certificate III in Correctional Practice (Custodial) are essential.

If Certificate III in Correctional Practice (Custodial) is not held it must be attained within 12 months of date of entry to service.

Relevant tertiary qualifications or equivalent experience are desirable.

Current unrestricted manual driver's licence and Senior First Aid Certificate are essential requirements.

Eligible applicants may be required to undergo pre-employment psychological and medical testing and a National Police check.

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

Notes: Current Correctional Officers of ACT Corrective Services will be required to undertake each stage of the recruitment process except the psychometric assessment and the medical assessment; however, progression from one stage to the next is not assured and will depend on performance compared to all other candidates, including external candidates, assessed at each stage. These positions are based in Canberra, ACT.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Johnston (02) 6207 2858 anthony.johnston@act.gov.au

ACT Emergency Services

ACT Rural Fire Service

Fire and Weather Analyst

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 49408)

Gazetted: 29 October 2020

Closing Date: 12 November 2020

Details: Are you a great communicator, enthusiastic and dedicated? Would you like an opportunity to contribute to keeping our ACT community safe?

The Fire and Weather Analyst supports the activities of ACT Rural Fire Service (ACTRFS) and ACT State Emergency Service (ACTSES), taking a 'One Agency' approach to supporting ACTESA in servicing and preparing the ACT community in times of emergency response.

The Fire and Weather Analyst is required to provide effective, quality education so that the ACT Community are equipped with the skills and knowledge to protect themselves and their property from bushfire, storm and flood, and other emergency events. This shared responsibility and communication with internal and external stakeholders is a significant part of the position and is facilitated through a broad range of functions relating to community engagement and education activities.

The Fire and Weather Analyst also assists with a wide variety of administrative and practical support to ACTRFS and ACTSES for incident response and must have, or be able to quickly develop, an in-depth understanding of ACTRFS and ACTSES operations.

In return you will be provided with a supportive team environment, an excellent opportunity to broaden your skills and capabilities, and insight into how the ACTRFS and broader ESA provides a collaborative service to protect the ACT community.

Eligibility/Other Requirements:

An understanding of the emergency management environment, qualifications in an Incident Management role is highly desirable.

A minimum of a C Class driver's licence.

Background and Security clearance checks will be conducted including National Police Records 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.

This position does require the successful applicant to work on some occasion's outside of normal hours and on weekends.

Dependant on qualifications and experience, take part in the 'on call' duty roster.

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

How to Apply: Applicants are required to submit a response of no more than two pages addressing the position capabilities under "What you Require", together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role. Proof of driving licence and Working with Vulnerable People Registration will also be required prior to commencement in the role. It is recommended that you make contact with the Contact Officer to discuss the role and its responsibilities prior to submitting your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ailish Milner (02) 6205 4747 ailish.milner@act.gov.au

Major Projects Canberra

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

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

CIT Campus-Woden Project

Commercial Manager

Infrastructure Officer 5 \$154,786, Canberra (PN: 49334)

Gazetted: 03 November 2020

Closing Date: 17 November 2020

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The ACT Government is investing around \$230 million in a purpose-built CIT campus and youth foyer and a further \$50million in a new public transport interchange for Woden, stimulating the local economy and supporting the urban renewal of Canberra's southern hub.

CIT Campus – Woden will see 22,500sqm of educational, community and transport facilities built in a central, well-connected part of Woden. The CIT Campus - Woden Project Team is responsible for the planning and delivery of a new CIT Campus to be developed on the site of the existing Woden bus interchange and layover facilities. The

project will also include development of a new transport interchange for buses and light rail alongside the new CIT Campus in Callam Street, Woden and supporting layover facilities in Launceston Street and in Easty Street.

The new CIT Campus at Woden will represent the largest single investment in CIT infrastructure and will create a future-proofed “Smart Campus” with innovative environmentally sustainable design and digital learning capability as well as contemporary face to face learning environments. The new world class campus facilities will provide students with a future focused campus experience, enhanced industry engagement, start-up incubation and a modernised urban realm for the Woden Community.

The project will also include a new building to be developed at the CIT Bruce Campus to accommodate a group currently located at CIT Reid.

The CIT Campus – Woden Project Team will lead the project planning, procurement, delivery and eventual transfer of the new facilities, in close consultation with CIT, the CIT Campus-Woden Project Board and other key stakeholders.

The Commercial Manager is part of a commercial team within the +CIT Campus-Woden Project Team and reports to the Executive Branch Manager, Commercial.

The Commercial Manager will be required to ensure the project adheres to the government’s procurement processes in line with the Government Procurement Act 2001 (ACT), Secure Local Jobs Code, and the Capital Framework.

The Commercial Manager is expected to provide leadership, contribute to the management of all project assignments within the team, and maintain and manage all business standards and documentation. The candidate will also act on behalf of MPC to provide expert advice and direction on technical issues and policies, and their implications in project development and delivery.

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

Eligibility/Other Requirements:

Mandatory:

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

Hold a relevant building degree; or

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

Desirable:

Experience in managing Design and Construct, and/or the General Contract 21 (GC21) forms of contract.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing the capabilities and your suitability for the role, a current curriculum vitae, contact details of two referees and copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: John Hawkins (02) 6207 8402 John.Hawkins@act.gov.au

CIT Campus-Woden Project

Design Director

Infrastructure Manager/Specialist 3 \$189,688, Canberra (PN: 46816)

Gazetted: 02 November 2020

Closing Date: 16 November 2020

Details: Are you our new Design Director?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The ACT Government is investing around \$230 million in a purpose-built CIT campus and youth foyer and a further \$50million in a new public transport interchange for Woden, stimulating the local economy and supporting the urban renewal of Canberra’s southern hub.

CIT Campus – Woden will see 22,500sqm of educational, community and transport facilities built in a central, well-connected part of Woden. The CIT Campus - Woden Project Team is responsible for the planning and delivery of a new CIT Campus to be developed on the site of the existing Woden bus interchange and layover facilities. The

project will also include development of a new transport interchange for buses and light rail alongside the new CIT Campus in Callam Street, Woden and supporting layover facilities in Launceston Street and in Easty Street.

The new CIT Campus at Woden will represent the largest single investment in CIT infrastructure and will create a future-proofed “Smart Campus” with innovative environmentally sustainable design and digital learning capability as well as contemporary face to face learning environments. The new world class campus facilities will provide students with a future focused campus experience, enhanced industry engagement, start-up incubation and a modernised urban realm for the Woden Community.

The project will also include a new building to be developed at the CIT Bruce Campus to accommodate a group currently located at CIT Reid.

The CIT Campus – Woden Project Team will lead the project planning, procurement, delivery and eventual set up of operations of the new campus and facilities, in close consultation with CIT, the CIT Campus-Woden Project Board and other key stakeholders.

The CIT Campus – Woden Project Design Director is one of the key roles within the CIT Woden project team responsible, in liaison with the Chief Projects Officer and the Project Director, for the execution of design deliverables across the project development and delivery.

The role requires building strategic relationships, working collaboratively with, and supporting the Chief Projects Officer and the Project Director in advising the highest levels of ACT industry and government, including ACT Cabinet, individual Ministers, Directors-General, the CIT Project Board, peak industry bodies, leading ACT businesses and organisations, Commonwealth representatives, senior ACTPS executives, advisors and others.

The Design Director will support Major Projects Canberra Executive and the ACT Government in significant and complex negotiations, the evaluation of private sector project submissions, Legislative Assembly hearings, industry briefings, the media, and other public forums. The successful candidate will provide strategic, and technical leadership within a dynamic, high profile and high-pressure working environment. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements

Mandatory:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture - a three-year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

i) a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

ii) certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

iii) have a least 10 years relevant experience in Project Management.

Desirable

Experience in the delivery of education or other social infrastructure or building projects.

Notes: This temporary position is available immediately up to three years. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing the capabilities and your suitability for the role, a current curriculum vitae, contact details of two referees and copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Wayne Ford (02) 6205 2048 wayne.forde@act.gov.au

Transport Canberra and City Services

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

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

City Services

City Presentation

Licensing and Compliance

Assistant Director Investigations

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 49509)

Gazetted: 04 November 2020

Closing Date: 18 November 2020

Details: Do you want the opportunity to work with great people in a rewarding career that shapes our City's future? Join Transport Canberra and City Services (TCCS) as we make Canberra attractive, safe and easy to move around. Licensing and Compliance team (L&C) is seeking a highly motivated person to join its incredible, dynamic team. L&C works within TCCS' City Presentation and is primarily responsible for regulating and licensing public unleased land. This position provides direct support to the Senior Director, Licensing and Compliance, to effectively regulate and administer the various statutory functions for which TCCS is responsible.

You will manage and direct the operations of the L&C Investigations Team involved in the administration of the *Public Unleased Land Act 2013*, *Trespass on Territory Lands Act 1932*, *Litter Act 2004*, *Tree Protection Act 2005* and other regulatory and compliance issues. You will also conduct, lead and direct investigations into suspected offences against the range of legislation administered by TCCS in accordance with legislation, best practice and consistent with Australian Government Investigations Standards and the ACT Director of Public Prosecutions policy and guidelines.

The work of the Investigations Team is operational, highly diverse and encompasses many varied pieces of legislation. It can be challenging and is often subject to intense community scrutiny. Mentoring, guidance and training senior investigators as well as other authorised compliance officers within L&C is an important focus of this position and requires excellent interpersonal skills and the ability to clearly identify the roles and responsibilities of authorised officers, as prescribed by legislation. Meeting the demands of a dynamic, evolving regulatory environment requires the occupant to be innovative and can anticipate, identify, and respond quickly to change.

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

Eligibility/Other Requirements:

The successful applicants must have:

Unrestricted driver's C-class licence.

This position does require a pre-employment medical check.

This position does require a Working with Vulnerable People Registration.

This position does require a National Police check.

ACT Occupational Health and Safety Construction Induction (White Card).

Certificate IV in Government Investigation or equivalent, or relevant experience within a law enforcement or regulatory agency.

Desirable:

Demonstrated experience in managing investigations in a regulatory environment or previous management experience in an investigative area within a law enforcement organisation.

Previous experience in developing/delivering training programs.

Current First Aid Certificate.

Diploma in Government Investigations

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.

Successful applicants must meet suitability requirements (experience, qualifications and personal character) to be appointed as Authorised Persons under a number of Acts. These requirements include demonstrated experience,

relevant qualifications (outlined under the eligibility requirements listed below), and being of good character, demonstrated through recent criminal history check not including spent convictions (undertaken as part of standard ACT Government recruitment procedures for the successful candidate); and character references. Note: Selection may be based on application and referee reports only. Interviews may be conducted via video link. An order of merit list may be established to fill future vacancies at level over the next 12 months. This position is activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. How to Apply: Written applications are to be in the form of a two-page pitch, addressing the Selection Criteria, outlining how your skills, qualifications and experience relate to this role and its duties, and what you will bring to the role. In your pitch you will also tell us how you meet the Behavioural Capabilities and Professional/Technical Skills and Knowledge components of the role. Please also provide a tailored curriculum vitae and the names and contact details of at least two referees who can attest to your work performance, ability, and attitude (at least one of whom is to be a current or very recent Supervisor). See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Sloan (02) 6205 8291 Sean.Sloan@act.gov.au

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

City Services

City Presentation

Licensing and Compliance

Operational Support Officer

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 49510)

Gazetted: 04 November 2020

Closing Date: 18 November 2020

Details: Do you want the opportunity to work with great people in a rewarding career that shapes our City's future? Join Transport Canberra and City Services (TCCS) as we make Canberra attractive, safe and easy to move around. Licensing and Compliance (L&C) is seeking a highly motivated person to join its incredible, dynamic team. L&C works within TCCS' City Presentation and is primarily responsible for regulating and licensing public unleased land. The Operational Support Officer supports L&C Unit's functions and is primarily customer service focused. You will be working as part of a team in managing administrative tasks in support of the L&C teams which includes receiving customer enquiries, data entry, facilitating services, monitoring a field radio, assignment of taskings and cases, assisting field officers with analytical searches and the processing of payments as required. TCCS supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

The successful applicants must have:

Driver's licence Class 'C' or higher driver's licence is essential.

This position does require a pre-employment medical check.

This position does require a National Police Check.

Desirable:

Experience working in a fast-paced office environment.

Excellent verbal and written communication skills

Excellent administrative and organisational skills.

Strong operational knowledge of office based information technology.

Certificate III or IV in Government Investigation.

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.

Successful applicants must meet suitability requirements (experience, qualifications and personal character) to be appointed as Authorised Persons under a number of Acts. These requirements include demonstrated experience, relevant qualifications (outlined under the eligibility requirements listed below), and being of good character, demonstrated through recent criminal history check not including spent convictions (undertaken as part of standard ACT Government recruitment procedures for the successful candidate); and character references.

Note: Selection may be based on application and referee reports only. Interviews may be conducted via video link. An order of merit list may be established to fill future vacancies at level over the next 12 months. This position is activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. How to Apply: Written applications are to be in the form of a two-page pitch, addressing the Selection Criteria, outlining how your Skills, Qualifications and Experience relate to this role and its duties, and what you will bring to the role. In your pitch you will also tell us how you meet the Behavioural Capabilities and Professional/Technical Skills and Knowledge components of the role. Please also provide a tailored curriculum vitae and the names and contact details of at least two referees who can attest to your work performance, ability and attitude (at least one of whom is to be a current or very recent supervisor). See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Glenn Tomlinson (02) 6205 0940 Glenn.Tomlinson@act.gov.au

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

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery

Infrastructure Manager/Specialist

Infrastructure Manager/Specialist 2 \$177,833, Canberra (PN: 38351)

Gazetted: 03 November 2020

Closing Date: 10 November 2020

Details: Infrastructure Delivery responsibility is to manage and deliver Capital Works program on behalf of the various business units within the Transport Canberra and City Services directorate including Roads ACT, City Presentation, ACT NOWaste, ACTION, Libraries ACT and others. Types of projects include (but not limited to) public realm improvements, footpaths, roads, parks, bridges, cycle-lanes, shared paths, street lighting, public transport infrastructure, stormwater infrastructure, minor shopping centre upgrades, urban renewal, landfill cells, minor upgrades to Resource Recovery Centre, car park improvements and playgrounds.

As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

Eligibility/Other Requirements:

Hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

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

Note: This is a temporary position available immediately for a period of 12 months. An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

How to Apply: Applicants should address the numbered Selection Criteria and limit responses to one A4 page (maximum) against each of the Selection Criteria and provide their curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kae Harradine (02) 6205 3508 Kae.Harradine@act.gov.au

Infrastructure Delivery and Waste

ACT NoWaste

Business Analytics and Support

Finance and Administration Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 36296)

Gazetted: 02 November 2020

Closing Date: 9 November 2020

Details: ACT NoWaste manages contracts and service agreements for a range of waste and recycling activities to residents and businesses. These services are provided at a number of facilities across the ACT as well as residential kerbside collections. ACT NoWaste designs, commissions and manages outsourced waste and recycling services which aim to encompass best practice, respond to community demand, maximise resource recovery and meet budget expectations.

ACT NoWaste Business Analytics and Support (BA&S) team is a key enabler in NoWaste and provides support, analysis and advice to ACT NoWaste by:

Ensuring NoWaste budgets are managed in the short and long term;

Providing insightful data, commercial and financial analysis for policy development, budget development, procurement, and contract management;

Ensuring data capture and reporting are streamlined whilst ensuring data accuracy and quality;

Administer business systems – Weighbridge system and Bin management system (red and yellow bins);

Ensure governance on account receivable, debt management and account payable processes;

Provide Customer support on requests for bins (red and yellow bins); and,

Provide input in to TCCS and external data reporting requirements.

The Finance and Administrative Officer works within a small team and reports to the Director, Business Analytics.

The role is responsible for managing the accounts payable and receivable for the Branch as well as supporting other administrative and financial tasks.

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

Eligibility/Other Requirements:

Qualifications relevant to the duties of the position and/or substantial work experience relevant to the position an advantage.

Experience in Microsoft Office suite of programs.

Experience in working with multiple IT systems at once will be an advantage.

Note: This is a temporary position available for up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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: The following capabilities form the Selection Criteria that are required to perform the duties and responsibilities of the position. Please limit your response to two pages.

Working knowledge of bookkeeping, more specifically of accounts payable and receivable.

Well-developed attention to detail, communication, liaison, and problem-solving skills.

A demonstrated understanding of and ability to use and manage information systems to deliver client services.

A well-developed understanding of and commitment to the principles and practices of high-quality customer service.

Understanding of and commitment to public service values and the implementation of Respect, Equity and Diversity (RED), participative Work Practices and Health and Safety (WHS).

Applications should be submitted via the Apply Now button below.

Contact Officer: Max Richardson (02) 6205 5222 Max.Richardson@act.gov.au

Transport Canberra and Business Services

Bus Operations

Fleet

Heavy Vehicle Apprentice Mechanic

EAPY 1.1 - EAPY 4G \$26,879 - \$59,817, Canberra (PN: APPS04, several)

Gazetted: 30 October 2020

Closing Date: 13 November 2020

Details: Transport Canberra has expected vacancies for temporary full-time Heavy Vehicle Apprentice Mechanic positions at both North and South Depots. The successful applicants will be required to undertake and competently complete trade training in accordance with the apprenticeship requirements as set out in the Heavy Vehicle Trade Certificate. You will be required to work rostered shifts, from early morning to late at night and across all Transport Canberra's workshop sites as directed; providing you with all the maintenance and/or repair training and exposure to competently complete your trade certificate. The ACT Public Service is committed to

building a culturally diverse workforce and 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.

To be successful in this position you will:

Have good communication and interpersonal skills.

Have a 'hands on' approach and a high level of enthusiasm.

Have a positive attitude and good problem-solving skills.

Eligibility/Other Requirements:

Possession of a year 10 or year 12 certificate (or equivalent) is desirable.

Possession of or the ability to obtain a motor vehicle licence and or the ability to obtain and hold a Transport Canberra yard licence.

Security clearance checks will be conducted.

This position does require a pre-employment medical.

Notes: These are temporary position's available from 4 February 2021 up until 2 February 2024.

How to Apply: Please attach your curriculum vitae and provide a two page cover letter that tells the selection committee about you, any knowledge, experience and skills you have and why you are the best person for the role. The letter should show that you have what is included in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

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: Paul Mascord (02) 6205 8278 paul.mascord@act.gov.au

Chief Operating Office

Finance

Finance Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 20400, several)

Gazetted: 30 October 2020

Closing Date: 9 November 2020

Details: The Chief Operating Officer (COO) Group overseas corporate business operations and provides essential services and support to each area within Transport Canberra and City Services (TCCS).

The COO Group comprises Governance and Ministerial Services, People and Capability, Safety and Wellbeing, Chief Information Office, Finance and Legal and Contracts.

The primary responsibilities for this position are to, with minimal direction:

Perform financial month end close including reconciliation, journals, AR and AP within required timeframes.

Assist Finance Business Partners in the development of internal budgets and forecasts for the current and forward years. Assist with specific activities such as costing of budget initiatives, activity based costing, capital proposals, acquittals project costings and business systems support.

Develop relationships across all lines of business and operations to facilitate financial and business management support.

Liaise with business stakeholders to identify and understand business problems and undertake process improvements.

Eligibility/Other Requirements:

Relevant tertiary qualifications in accounting is highly desirable.

CIMA, CPA or ICA membership.

Note: These are temporary positions available immediately for six months possibility of extension and/or permanency. Selection may be based on application and referees only.

How to Apply: Submit a statement of no more than one page addressing the Selection Criteria located in the Position Description, and a curriculum vitae including the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Yubo Huang (02) 6207 1472 MichaelYubo.Huang@act.gov.au

City Services

ACT NoWaste

Waste Policy, Regulation and Partnerships

Senior Director, Waste Policy, Regulation and Partnerships
Senior Officer Grade A \$148,991, Canberra (PN: 03561)

Gazetted: 30 October 2020

Closing Date: 13 November 2020

Details: ACT NoWaste manages contracts and service agreements for a range of waste and recycling activities to residents and businesses. These services are provided at a number of facilities across the ACT as well as residential kerbside collections. ACT NoWaste designs, commissions and manages outsourced waste and recycling services which aim to encompass best practice, respond to community demand, maximise resource recovery and meet budget expectations.

The Senior Director fulfils a key role in the delivery of waste management outcomes for the Territory and operates under the broad direction of the Executive Branch Manager. The position works in close partnership with the ACT NoWaste leadership team in overseeing the waste policy, regulation, and community and industry partnership programs. It is a dynamic, challenging and diverse role with responsibility for supporting the Executive Branch Manager in driving the Territory's strategic recycling and waste minimisation goals. The role has leadership responsibility for three growing teams with three direct reports.

Eligibility/Other Requirements:

Drivers Licence (C-class).

Relevant tertiary qualifications in business management, communication, public policy, regulation, or related discipline is highly desirable.

The position may require attendance at interstate conferences, meetings and site visits.

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

How to Apply: Applicants are required to submit two items: 1) A two to three page written response addressing the criteria to perform the duties and responsibilities of the position ('What You Require' section of the Position Description); and 2) a current curriculum vitae with the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Haraldson (02) 6207 5345 Anthony.Haraldson@act.gov.au

City Services

Roads ACT

Road Maintenance/Environmental Services

Small Cell Administration Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 49560)

Gazetted: 29 October 2020

Closing Date: 19 November 2020

Details: Roads ACT are seeking candidates to work within the Environment Services team to provide administrative support associated with small cell online applications.

This is a new position and the successful candidate will need to assist in developing systems and processes that are compliant with regulations.

The successful candidate will have high level problem solving, research and analytical skills.

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

Eligibility/Other Requirements: Diploma in Business Administration (or equivalent) highly desirable.

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

How to Apply: Please provide responses to the Selection Criteria (what you require within the position description) of no more than one A4 page per criteria; a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jiri Heider (02) 6207 2869 Jiri.Heider@act.gov.au

Worksafe ACT

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

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

People and Culture

Senior Director, People and Culture

Senior Officer Grade A \$148,991, Canberra (PN: 34376)

Gazetted: 02 November 2020

Closing Date: 9 November 2020

Details: As a key leader within WorkSafe ACT, the Senior Director, People and Culture will work with the WHS Commissioner and Deputy WHS Commissioner to develop and implement people centred Human Resource (HR) strategies fundamental to the agency's transformation. You will work autonomously with the support of a People and Culture partner to drive change. You will form part of WorkSafe ACT's Senior Leadership Group and will be expected to play a key role in meeting our strategic commitment to regulatory excellence. The work we do carries with it an obligation to act in the public interest. It requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence and trust in our work.

Our ideal candidate:

Has extensive contemporary Human Resource management experience with demonstrated knowledge of relevant issues and the ability to develop associated strategies.

Is committed to excellence and innovation with a strong record of achievement in leading people, managing resources and be able to translate this to a government context.

Has astute judgement, a strong focus on results and the ability to solve complex issues and build organisational capability.

Is forward thinking and self-motivated.

Leads by example, embodying the inclusive culture to which we aspire.

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

Eligibility/Other Requirements: Relevant qualifications are highly desirable.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a written response on more than two-pages telling us why you are our ideal candidate.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amanda Grey (02) 6207 2718 amanda.grey@act.gov.au

Compliance and Enforcement

Workers Compensation and Labour Hire Licensing

Inspector

Regulatory Inspector 6 \$86,547 - \$99,051, Canberra (PN: 05546, several)

Gazetted: 30 October 2020

Closing Date: 13 November 2020

Details: Worksafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection and investigation. It is responsible for monitoring and enforcing compliance by duty holders with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation for Workers' Compensation, Dangerous Substances and Labour Hire Licensing. Worksafe ACT is a fully independent office headed by the WHS Commissioner, who is the Territory's regulator. Over the next 12 months, a planned program of work will be implemented to improve our operational efficiency and effectiveness. WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator.

The work we do carries with it an obligation to act in the public interest. It requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence and trust in our work. The Inspectors in this team play a key role ensuring the delivery of regulation of the *Labour Hire Licencing Act 2020*, *Workers Compensation Act 1951* and the *Long Service Leave Act 1976*.

Our ideal candidate has a range of Skills, Knowledge and Behavioural characteristics:

SKILLS

Demonstrated ability to read and interpret relevant legislation and related technical codes and implement use of enforcement tools.

A high level of oral and written communication skills including the ability to review, prepare and issue legislative and enforcement notices for non-compliance. Compose complex written materials such as briefing notes, work/audit plans and briefs for prosecution.

A demonstrated ability to facilitate measurable improvements to the compliance culture of all stakeholders.

BEHAVIOUR

Demonstrated ability to work within a team and contribute to efficient work practices and promote the regulatory compliance framework.

Demonstrated understanding of public service values including ethical standards.

Demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity, diversity and WHS principles and practices.

KNOWLEDGE

Knowledge and/or experience in regulating Worker's Compensation, Labour Hire Licensing Schemes and Long Service Leave.

Knowledge and/or experience in WHS.

Knowledge and/or experience in licensing.

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:

Ability to perform the functions of an authorised Inspector in accordance with relevant legislation, including completion of required mandatory training for Workers' Compensation legislation as a delegated/appointed person/authorised officer by the Work Health and Safety Commissioner.

A Certificate IV level qualification in Government Inspection, Work Health Safety and/or Investigations or related discipline and/or willingness to progress towards such a qualification.

Current unrestricted driver's licence.

Willingness to participate in an after-hours on-call and telephone roster when required.

Willingness to participate in programmed after hours compliance activities when required.

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

How to Apply: Prepare a two page response addressing the Skills/ Behaviour/Knowledge in the Selection Criteria outlined in the IDEAL CANDIDATE section. Please ensure you demonstrate that you meet the ESSENTIAL REQUIREMENTS listed.

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: Arthur Reilly (02) 6205 3463 arthur.reilly@act.gov.au

APPOINTMENTS

ACT Health

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

Divya Sahgal, Section 68(1), 2 November 2020

Canberra Health Services

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

Sunetra Aphisamaimongkol, Section 68(1), 5 November 2020

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

Sonja Boehm, Section 68(1), 30 November 2020

Technical Officer Level 2 \$64,220 - \$73,540

Morgan Downes, Section 68(1), 4 November 2020

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

Motunrayo Fasakin, Section 68(1), 1 November 2020

Assistant in Nursing \$52,300 - \$54,070

Jixon George, Section 68(1), 1 November 2020

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

Tintu George, Section 68(1), 5 November 2020

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

Sarah Harrison, Section 68(1), 9 November 2020

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

Anish Joseph, Section 68(1), 29 October 2020

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

Arpanpreet Kaur, Section 68(1), 30 October 2020

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

Veerpal Kaur Khosa, Section 68(1), 2 November 2020

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

Kathryn Kimsey, Section 68(1), 2 November 2020

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

Dennis Nikolai, Section 68(1), 30 October 2020

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

Jessica Rooke, Section 68(1), 3 November 2020

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

Shannon Talbot, Section 68(1), 30 October 2020

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

Chido Taruvinga, Section 68(1), 1 November 2020

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

Lovepreet Thind, Section 68(1), 1 December 2020

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

Maureen Todkill, Section 68(1), 2 November 2020

Assistant in Nursing \$52,300 - \$54,070

Julia Walter, Section 68(1), 29 October 2020

Chief Minister, Treasury and Economic Development

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

Gerard King, Section 68(1), 29 October 2020

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

Narelle Magner, Section 68(1), 2 November 2020

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

Effie Poulos, Section 68(1), 2 November 2020

Administrative Services Officer Class 2 \$57,454 - \$63,443

Desmond Tattersall, Section 68(1), 9 November 2020

Community Services

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

Kimberley Groves, Section 68(1), 19 October 2020

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

Louise Kelly, Section 68(1), 3 November 2020

Education

Building Service Officer 2 \$59,578 - \$62,286

Roberto Aliaga, Section 68(1), 2 November 2020

School Assistant 4 \$66,371 - \$71,867

Oliver Da Roza, Section 68(1), 9 November 2020

Administrative Services Officer Class 1 \$51,054 - \$56,164

Breanna Fitzgibbon, Section 68(1), 31 October 2020

This appointment is to a non-advertised vacancy and is made in accordance with Section 13 of The Public Sector Management Standards 2016.

School Assistant 3 \$55,354 - \$59,575

Karen Outram, Section 68(1), 30 October 2020

Environment, Planning and Sustainable Development

Park Ranger 1 \$65,097 - \$70,058

Richert Ahlers, Section 68(1), 6 November 2020

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

Karley Anderson, Section 68(1), 2 November 2020

Park Ranger 1 \$65,097 - \$70,058

Claire Fitzgerald, Section 68(1), 6 November 2020

Justice and Community Safety

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

Lisa Fenn, Section 68(1), 2 November 2020

General Service Officer Level 10 \$86,547 - \$99,051

Mark Haase, Section 68(1), 29 October 2020

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

Helen Hesse-Patching, Section 68(1), 3 November 2020

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

Hayley McKenna, Section 68(1), 4 November 2020

Patient Transport Officer 1 \$59,578 - \$63,313

Rebecca Parker, Section 68(1), 2 November 2020

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

Elizabeth Reuben, Section 68(1), 2 November 2020

Patient Transport Officer 1 \$59,578 - \$63,313

Simon Roberts, Section 68(1), 2 November 2020

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

Josie Smith, Section 68(1), 4 November 2020

Patient Transport Officer 1 \$59,578 - \$63,313

Liam Whyte, Section 68(1), 2 November 2020

Suburban Land Agency

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

Meagan Thompson, Section 68(1), 3 November 2020

Transport Canberra and City Services

Bus Operator - Training \$70,688

Troy Brandt, Section 68(1), 31 October 2020

Bus Operator - Training \$70,688

Cameron Harris, Section 68(1), 31 October 2020

Bus Operator - Training \$70,688

Timothy McPhail, Section 68(1), 31 October 2020

Bus Operator - Training \$70,688

Anmol Singh, Section 68(1), 31 October 2020

Bus Operator - Training \$70,688

Devinder Singh, Section 68(1), 31 October 2020

Bus Operator - Training \$70,688

Tiffany Warnes, Section 68(1), 31 October 2020

Bus Operator - Training \$70,688

Karen Yaldren, Section 68(1), 31 October 2020

TRANSFERS

Canberra Health Services

Denise Carter

From: Registered Midwife Level 2 \$94,409

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22247) (Gazetted 8 October 2020)

Clare Stephenson

From: Registered Nurse Level 3.1 112,691

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 24285) (Gazetted 3 September 2020)

Community Services

Phyo Wai

From: Child and Youth Protection Professional Level 3 \$100,990

Community Services

To: Child and Youth Protection Professional Level 3 \$100,990 - \$106,133 (up to \$111,139 on achieving a personal upgrade)

Community Services, Canberra (PN. 07448) (Gazetted 10 August 2020)

PROMOTIONS

ACT Health

Health System, Policy and Research

Public Health Protection and Regulation

Health Protection Service/Health Emergency Management Unit

David Reid

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

Justice and Community Safety

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

ACT Health, Canberra (PN. 19119) (Gazetted 3 September 2020)

Canberra Health Services

Chief Operating Officer Clinical Services

Nathan Hyde

From: Radiation Therapist Level 2 \$69,815 - \$96,494

Canberra Health Services

To: Radiation Therapist Level 3.1 \$103,598 - \$106,984

Canberra Health Services, Canberra (PN. 12107) (Gazetted 17 October 2019)

Chief Operating Officer Clinical Services

Ethan Sharp

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 14190) (Gazetted 24 September 2020)

Clinical Services

Uni of Canberra Hospital

Centre for Rehabilitation

Kwai Yew Chan 78947069

From: Specialist \$164,470 - \$202,960

Canberra Health Services

To: Senior Specialist \$222,205

Canberra Health Services, Canberra (PN,29791) (Gazette 29/10/2020)

Canberra Institute of Technology

Education and Training Services

Business Tourism and Accounting Management

CIT Accounting and Project Management

Raffaella Rosso

From: Teacher Level 1 \$76,460 - \$102,020

Education

To: †Manager Education Level 1 \$126,307

Canberra Institute of Technology, Canberra (PN. 51765) (Gazetted 17 September 2020)

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

Chief Minister, Treasury and Economic Development

Commercial Services and Infrastructure Group

ACT Property Group

Customer and Tenancy Management

Brianna Crowe

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 15032) (Gazetted 24 September 2020)

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.

Economic Development

Skills Canberra

Analytics and Policy Services

Sok Im

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. 34940) (Gazetted 9 September 2020)

Commercial Services and Infrastructure

Property and Venues

Venues Canberra

Melissa Orr

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$148,991

Chief Minister, Treasury and Economic Development, Canberra (PN. 49170) (Gazetted 16 September 2020)

Economic Development

Visit Canberra

Canberra and Region Visitors Centre

Michael Salmon

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 48153) (Gazetted 21 July 2020)

Treasury, Commercial Services and Infrastructure

ACT Property Group

Integrated Facilities Management

Paul Sims

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

Chief Minister, Treasury and Economic Development

To: Infrastructure Officer 2 \$86,652 - \$99,693

Chief Minister, Treasury and Economic Development, Canberra (PN. 35130) (Gazetted 24 July 2020)

Access Canberra

Customer Coordination

Applications and Approvals

Caitlin Soxsmith

From: Administrative Services Officer Class 1 \$51,054 - \$56,164

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 18443) (Gazetted 25 August 2020)

Access Canberra

Customer Coordination

Applications and Approvals

Grace Vincent

From: Administrative Services Officer Class 2 \$57,454 - \$63,443

Canberra Health Services

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 11174) (Gazetted 25 August 2020)

Community Services

Children, Youth and Families

Child and Youth Protection Services

Thomas Elsing

From: Child and Youth Protection Professional Level 2 \$73,027 - \$98,311

Community Services

To: Child and Youth Protection Professional Level 3 \$100,990 - \$106,133 (up to \$111,139 on achieving a personal upgrade)

Community Services, Canberra (PN. 10151) (Gazetted 10 August 2020)

Children, Youth and Families

Children and Families

Child Development Service

Sophia Hehir

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

Community Services

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

Community Services, Canberra (PN. 36165) (Gazetted 25 September 2020)

Children, Youth and Families
Child and Youth Protection Services
Section Practice and Performance
Lesieli O'Connor

From: Child and Youth Protection Professional Level 3 \$100,990 - \$106,133 (up to \$111,139 on achieving a personal upgrade)

Community Services

To: †Child and Youth Protection Professional Level 4 \$115,487 - \$123,914

Community Services, Canberra (PN. 07483) (Gazetted 11 August 2020)

Children, Youth and Families
Children and Families
Khuyen Tran

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

Community Services

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

Community Services, Canberra (PN. 19565) (Gazetted 2 September 2020)

Education

Enrolment Policy
Danielle Castley

From: School Assistant 3 \$55,354 - \$59,575

Education

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

Education, Canberra (PN. 04073) (Gazetted 9 October 2020)

School Performance and Improvement
North Canberra/ Gungahlin School Network
Dickson College
Kyelee Mackintosh

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

Education

To: School Assistant 4 \$66,371 - \$71,867

Education, Canberra (PN. 48241) (Gazetted 3 September 2020)

Independent Competition and Regulatory Commission

Legal

Ryan Ostowicz

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

Community Services

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

Independent Competition and Regulatory Commission, Canberra (PN. 32610) (Gazetted 27 August 2020)

Justice and Community Safety

ACT Corrective Services

Operational Support

Laila Kazak

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. 47588) (Gazetted 21 August 2020)

ACT Government Solicitor

Catherine Warden

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

Justice and Community Safety

To: †Government Solicitor 3 \$150,873 - \$170,676

Justice and Community Safety, Canberra (PN. 42634) (Gazetted 10 June 2020)

Suburban Land Agency

Program Solutions

Sales and Client Services

Tracy Mayo

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

Environment, Planning and Sustainable Development

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

Suburban Land Agency, Canberra (PN. 41114) (Gazetted 16 July 2020)

Governance and Corporate Services

Corporate Services

Edward McRae

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$148,991

Suburban Land Agency, Canberra (PN. 48638) (Gazetted 18 August 2020)

Transport Canberra and City Services

City Services

Roads ACT

Road Maintenance

Nicholas Hutchison

From: General Service Officer Level 5/6 \$56,595 - \$62,286

Transport Canberra and City Services

To: †General Service Officer Level 8 \$69,594 - \$73,540

Transport Canberra and City Services, Canberra (PN. 03136) (Gazetted 8 September 2020)

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.

City Services

Roads ACT

Traffic Management and Safety / Road Safety

Mark Smith

From: General Service Officer Level 8 \$69,594 - \$73,540

Transport Canberra and City Services

To: †Infrastructure Officer 1 \$71,833 - \$84,874

Transport Canberra and City Services, Canberra (PN. 49284) (Gazetted 2 October 2020)

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.