



ACT Government Gazette
Gazetted Notices for the week beginning 07 January 2021

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

Centre for Health and Medical Research

Pre-Clinical Research Support Services and Education

Animal Facility Supervisor

Health Service Officer Level 10 \$87,715 - \$100,388, Canberra (PN: 12559)

Gazetted: 12 January 2021

Closing Date: 28 January 2021

Duties/Responsibilities

Manage of daily functions of the ACT Health Directorates Animal Facility based at the Canberra Hospital under the general direction of the Senior Director Preclinical Research Services and Education, including but not limited to;

The day to day care of rodent colonies and experimental animals;

Establishment and maintenance of rodent breeding protocols and practice to maintain an efficient facility that fulfills the legal requirements of the legislation;

Observation of animals for signs of departure from optimal physical condition and consultation with university veterinarians to ensure animal welfare and facility requirements are maintained

Organise and or oversee the collection and delivery of sentinel samples and liaison as required by the AEEC;

Liaison with relevant persons regarding the supply of animals and purchase orders connected with the daily maintenance of laboratory animals;

Liaison with researchers regarding their individual requirements;

Manage, supervise, and train staff and students involved in the husbandry of animals used in scientific research;

Organise and oversee the collection and delivery of sentinel samples and liaison as required by the AEEC;

Carry out simple experimental procedures as deemed appropriate by the Senior Director Preclinical Research Services and Education and in line with experience; and

Oversee the maintenance of the facility through regular liaison with facilities management teams and contractors in line with legislative requirements.

2. Ensure accurate records and databases are maintained to fulfil legal and AEEC requirement.

3. Assist with the preparation and implementation of manuals and standard operating procedures and the collation of data for compliance reports.

4. Ensure adherence to appropriate PC2 practices within the Animal Facility and compliance with other relevant legislation i.e. AEEC, OGTR, WHS and AQIS.

5. Implement and monitor safe practices and animal handling protocols in line with legislation.

6. Undertaking other duties appropriate to this level of classification that contribute to the Directorate.

Eligibility/Other Requirements:

Mandatory: Tertiary qualification specialising in animal care, certified animal care trainer and experience in facility management.

Prior to commencement, the successful applicant will be required to undergo a National Police Check.

Notes: This is a temporary position available from 2 Feb 2021 until 27 August 2021.

How to Apply: Please submit a maximum two-page response to the Selection Criteria in the attached Position Description. Please also submit a curriculum vitae, copies of your qualifications and two referee reports, one of which should be your current supervisor.

Applications should be submitted via the Apply Now button below.

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

Preventive and Population Health

Preventive and Population Health Policy Team

Program Manager- Health Promotion Grants Program

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 29557)

Gazetted: 12 January 2021

Closing Date: 19 January 2021

Details: The Preventive and Population Health Policy Team are seeking to temporarily fill the position of the Program Manager - Health Promotion Grants Program.

Under the general direction of the Director of Preventive and Population Health Policy, this position will oversee the delivery of the ACT Health Promotion Grants Program. The position leads a team who manage the administrative, procurement, financial, technical and information resources of the ACT Health Promotions Grants Program. The occupant of this position will be required to demonstrate strategic planning, policy development and program implementation to support preventive health policy, community development and grants administration in the ACT.

Eligibility/Other Requirements: Experience in ACT Government procurement and contract management related to health services are highly desirable.

Note: This is a temporary position available from 27 January 2021 until 1 October 2021 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Selection Criteria outlined in the Position Description. Include your curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Marc Emerson (02) 5124 9716 Marc.Emerson@act.gov.au

Health Systems, Policy and Research Group

Office of Professional Leadership and Education

Clinical Placement Office

Administrative Services Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 33812)

Gazetted: 08 January 2021

Closing Date: 22 January 2021

Details: The Administrative Services Officer is located in Bowes Street, Woden, with home working in the current working environment.

The position sits within the Clinical Placement Office, which is responsible for coordinating the preparation and administration of contracts (Deeds and Schedules) and supporting all clinical and non-clinical placements for students and trainees across the ACT public health services.

This position provides an opportunity for the successful applicant to work across health and education sectors with key stakeholders to support high-quality placements for students and trainees. The successful applicant will work closely with senior executive offices in the ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce and with local and interstate education providers.

Note: This is a temporary part-time position available for 12 months with the possibility of extension. It is part time at (29.24) hours per week and the full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. For further information, please contact with the Contact Officer.

How to Apply: Interested applicants should provide a supporting statement of no more than two pages addressing the Selection Criteria, contact details of two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sian Finch (02) 5124 5127 Sian.Finch@act.gov.au

Physiotherapy

Director

Health Professional Level 5 \$130,018 - \$146,368, Canberra, Expected

Gazetted: 4 January 2021

Closing Date: 17 January 2021

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

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

Reference Number: 14484

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

Contact Officer: Dr Suzanne Smallbane (02) 6201 6592

Digital Solutions Division

Office of the Chief Information Officer

Executive Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 47788)

Gazetted: 07 January 2021

Closing Date: 21 January 2021

Details: Are you a professional, well-organised person who is strong at managing competing priorities?

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

The Digital Solutions Division within ACT Health is looking to recruit someone to be responsible for the management of the workflow and administration for the Office of the Chief Information Officer. This involves providing executive support, managing and leading a small team of support staff and preparing and co-ordinating the provision of high-level government documentation.

As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. The Executive Officer is responsible for overseeing the provision of secretariat services and reporting for all Program and Project Boards and Operational Governance Committees.

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

the implementation and support of the Digital Health Strategy,

management of technology services and projects,

the development and implementation of a performance reporting framework,

statutory and intergovernmental reporting requirements,

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

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

information management and information security.

Eligibility/Other requirements: Essential Experience in personnel management and leadership

Experience in writing a variety of government correspondence.

A minimum of three years' experience providing executive support in a government environment.

Desirable: Experience in a technology delivery organisation

Personal Attributes Adaptability and flexibility to accommodate change and provide responsive services to meet clients' and management needs.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Katrina Keep (02) 5124 9340 Katrina.Keep@act.gov.au

Health Systems, Policy and Research

Public Health Protection and Regulation

Health Protection Services

Assistant Director Operational Planning Support/ Situations and Briefing

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 49642, several)

Gazetted: 07 January 2021

Closing Date: 21 January 2021

Details: Assistant Director Operational Planning Support COVID-19 Response Team.

The ACT Health Directorate is seeking two enthusiastic Operational Support Officers to join the planning function of the COVID-19 Response Team. This team was created to deliver a longer-term public health response to the ongoing COVID-19 pandemic.

We are looking for flexible, well rounded team players who are strong communicators, with experience in policy and written report writing in an operational public health or emergency management context.

In these roles, you will need to build, maintain, and strengthen relationships and partnerships with a range of stakeholders. These are fast-paced roles, with a high operational tempo across the breadth of COVID-19 operations, and every day may bring new and changing priorities. They will suit people who are comfortable with ambiguity and change.

The successful applicants will ideally demonstrate the ability to provide high quality policy development support and advice to the Director HECC Support Systems and the Chief Health Officer.

Relevant skills and experience with formal briefing functions and operational policy, research and implementation are highly desirable, as well as the ability to work in a high tempo operational 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 highly encouraged to apply.

Eligibility/Other Requirements: These positions may be required to do some after hours, weekends, or on-call work. The successful application will need to undergo a pre-employment National Police Check.

Note: These are temporary positions available immediately for twelve 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.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Cannon (02) 5124 9202 craig.cannon@act.gov.au

Corporate Services

Executive Branch Manager, COVID-19 Response (Operations)

Executive Level 1.2 \$221,815 - \$230,275 depending on current superannuation arrangements, Canberra (PN: E1173)

Gazetted: 11 January 2021

Closing Date: 18 January 2021

Details: A short term executive contract is available for an experienced Senior Executive to fill the position of Executive Branch Officer COVID-19 Response (Operations) in the ACT Health Directorate. Reporting to the Deputy Chief Health Officer the EBM COVID-19 Response (Operations) will be responsible for the following functions:

Providing overall strategic leadership, direction and management of the human, physical and financial resourcing of the COVID-19 Operational Response Branch, including the Joint Aged Care Preparedness and Response Centre. Strategic oversight of the Quarantine Management, Surveillance and Reporting, Case Management and Outbreak Preparedness teams, ensuring close collaboration across the Health Emergency Control Centre and ACT Government more broadly.

Working collaboratively with internal and external partners and stakeholders, both internal and external to Government. Implement and maintain a continuous quality improvement program across the COVID-19

Operational Response Branch to ensure adherence to policies and procedures that reflect best available evidence to respond to COVID-19.

Note: This is a temporary vacancy to commence as soon as possible for a period of 12 months.

Remuneration: The position attracts a remuneration package ranging from **\$221,815 - \$230,275** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$169,203**.

How to Apply: Applicants are requested to provide a three page pitch describing their skills and abilities against the selection criteria and executive capabilities by **COB 18 January 2021**.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Dal Molin (02) 5124 9401 vanessa.dalmolin@act.gov.au

Digital Solutions Division

Future Capability and Governance

Digital Health Record Hub

Technical Specialist, Digital Health Record Program

Senior Information Technology Officer Grade C/Senior Information Technology Officer Grade B \$110,397 - \$146,368, Canberra (PN: 49891, several)

Gazetted: 11 January 2021

Closing Date: 25 January 2021

Details: The Digital Health Record is an exciting initiative that will transform the way health care is provided in ACT public health system.

The Digital Health Record will record all interactions between a person and ACT public health services. This will include Canberra's major hospitals, community health centres and walk-in centres. Clinical, administrative and management staff in partnership with health care consumers will have an important role in optimising and implementing the Digital Health Record.

The Digital Health Record Program team will comprise of approximately 120 staff with administrative, technical, clinical and nursing backgrounds.

The Digital Health Record Program has an opening for multiple Technical Specialists to focus on either interfaces or data conversion. Those allocated to interfaces will be responsible for the entire cycle of interface application development including analysis, design, specification and implementation. This will include interfaces between the Digital Health Record and other internal and external systems, with medical devices and with pathology analysers. Technical Specialists allocated to data conversion will be responsible for analysing, extracting and formatting external systems' data and for loading, testing and organising validation of such external data in the Digital Health Record.

There is no doubt this project will be demanding at times with competing deadlines and priorities. The successful candidate will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced job. As timing is critical to the success of this Program, annual leave will be planned and scheduled in advance by the Program Director. ACT Health supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

All ACT employees are required to undergo employment screening.

This role requires you to obtain and maintain an Australian Government Negative Vetting Level 1 (NV1) security clearance, which will be sponsored by the ACT Health Directorate. In order to be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining and/or maintaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

This role requires you to obtain a range of accreditations from the Digital Health Record vendor, Epic. Time and funding to enable you to obtain these certifications will be provided by the ACT Health Directorate. If you are not successful in obtaining the required vendor accreditations, your employment will be terminated.

Note: These are temporary positions available from 27 January 2021 until 27 January 2023 with the possibility of an extension and/or permanency. It is important that you can commit to this full period.

There are two positions available one at the Senior Information Technology Officer Grade C and the other a Senior Information Technology Officer Grade B.

A merit pool will be established from this selection process and may be used to fill future vacancies within the Program over the next 12 months.

Depending on the skills and experience of the candidate, the position may come with an Attraction and Retention Incentive (ARIn) for the two-year program period. 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 value of such ARIn would be negotiated as part of the selection process.

How to Apply: Please submit a response which addresses the Selection Criteria of your preferred classification of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager. Please also indicate the classification that best suits your skills and experience.

You only need to submit one application for this position. You will be automatically considered for the lower classification if you are not identified as a preferred candidate for your selected classification.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hakan Gultekin (02) 5124 9062 Hakan.Gultekin@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

Infrastructure and Health Support Services Group

Operational Support Services

Fleet Coordinator

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 23114)

Gazetted: 11 January 2021

Closing Date: 29 January 2021

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

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

Client Services: responsible for the provision of a range of client services to support the operations across various CHS locations, including main reception Information Hub, switchboard, mailroom, volunteers, fire safety and emergency response.

Protective Services: security operations.

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

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

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

Eligibility/Other Requirements:

Mandatory: An unrestricted driver's licence.

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

Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check.

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

Selection may be based on application and referee reports only.

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

Infrastructure and Health Support Services

Modernisation Program

MME and FFE Project Manager

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50265)

Gazetted: 12 January 2021

Closing Date: 25 January 2021

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

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

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

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

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 Infrastructure and Health Support Services (IHSS) Group is responsible for the infrastructure delivery and maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across the CHS organisation.

The Project Manager will report to the Project Director, Campus Modernisation and will work closely with the Project Team and more broadly across Canberra Health Services.

The Project Manager will oversee Major Medical Equipment (MME) and Furniture, Fixtures and Equipment (FFE) within the Campus Modernisation Program - being primarily responsible for the co-ordination and delivery of a range of complex and high-risk procurement and project management activities including but not limited to FFE/MME. They will work in consultation with Major Projects Canberra (MPC) to ensure CHS requirements, specifications and approvals are appropriately documented and managed for major projects.

Eligibility/Other Requirements:

Desirable: Relevant tertiary qualification in Project Management or 10-years' relevant industry experience which would include:

Experience in the planning, procurement, installation and commissioning of FFE and MME programs.

Exposure to the planning, design and delivery of major health care infrastructure projects.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Vanessa Brady 0404364949 vanessa.brady@act.gov.au

Clinical Services

Medicine

Clinical Forensic Medical Services

Forensic Nurse Examiner

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22202, several)

Gazetted: 07 January 2021

Closing Date: 22 January 2021

Details: **Our Vision:** creating exceptional health care together

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

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

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

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

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

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

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

Canberra Health Services (CHS) is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTIQ are particularly encouraged to apply.

Overview of the work area and position

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

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

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

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

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

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

Eligibility/Other Requirements

Mandatory: Registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Holds a current driver's licence

Must be able to meet the requirements to hold an AFP security clearance

Desirable: Registered Nurse with a minimum 5 years post registration experience

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

Holds or is working towards a post graduate qualification. Preference for emergency nursing clinical forensic nursing, family planning, sexual health nursing or a willingness to gain required qualifications.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police Check

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

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

Contact Officer: Cassandra Noble (02) 5124 3508 Cassandra.Noble@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Business Support Services

Personal Assistant to the Director of Clinical Services, MHJHADS

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 45872)

Gazetted: 07 January 2021

Closing Date: 14 January 2021

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

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

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

Overview of the work area and position:

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance 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 Office of the Director of Clinical Services is responsible for providing leadership and oversight to the Medical Officers within MHJHADS. The Director of Clinical Services manages Human Resource, finance and rostering matters.

The Office of the Director of Clinical Services will work in close collaboration with the Office of the Executive Director and Program Areas within MHJHADS to ensure Medical Officer work practices support the delivery of safe, high-quality person-centred care.

This position is responsible for the provision of high level administrative support to the Director of Clinical Services, other related administrative duties such as preparing a range of correspondence, diary and inbox management, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests. It is expected that in this position you will assist in the strategic and operational processes required for the Director to undertake their role. This includes the provision of high-quality customer service to the consumers and staff of MHJHADS Division.

Eligibility/Other Requirements:

Desirable: An understanding of Canberra Health Services recruitment processes and policies.

Previous experience working in the health sector.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Brittany Kent (02) 5124 1577 Brittany.Kent@act.gov.au

Allied Health

Rehabilitation, Aged and Community Services

Physiotherapist

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 18951)

Gazetted: 07 January 2021

Closing Date: 21 January 2021

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

Overview of the work area and position:

The RACS Physiotherapy and Exercise Physiology service is a dynamic team of physiotherapists, exercise physiologists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, and chronic conditions. There are a wide variety of service delivery teams within RACS including: inpatient and community-based rehabilitation, inpatient acute care of the elderly, a community based falls and falls injury prevention program, a Transitional Therapy and Care Program (TTCP) and community based physiotherapy services.

Under professional supervision from the Lead Professional for Physiotherapists, Physiotherapists are responsible for the provision of physiotherapy services in individual or group-based sessions, delivering high quality patient centred care and positive patient outcomes.

Physiotherapists will be offered the opportunity to rotate through the variety of Physiotherapy related services within RACS, based at multiple locations.

This position will be required to work flexibly across services/locations and participate in a weekend roster.

Eligibility/Other Requirements:

Mandatory: Degree in Physiotherapy.

Registered (or eligible for registration) with the Physiotherapy Board of Australia, Australian Health practitioners Regulatory Agency (AHPRA).

Applicants must have a minimum of 12 months paid work experience, post-qualification as at 15 February 2021, in a related/relevant organisation/service.

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

Contact Officer: Grant Shaw (02) 5124 0074 Grant.Shaw@act.gov.au

Canberra Health Services

CHS Chief Executive Officer

CHS Medical Services

Radiographer

Medical Imaging Level 2 \$67,892 - \$93,203, Canberra (PN: 29273)

Gazetted: 07 January 2021

Closing Date: 25 January 2021

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:

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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.

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

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

Overview of the work area and position:

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

The Office of the Director of Medical Services (DMS) includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. The service is committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Radiographer position is a clinical role and will be responsible for the provision of general radiography services during business hours, providing leadership for the whole department afterhours and on weekends. Daily operations include the management of patient scheduling, throughout and care as well as immediate staff and clinical contact, along with the management and operation of General Radiography.

Eligibility/Other requirements:

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

Be eligible for an ACT Radiation licence.

Tertiary qualifications or equivalent in Medical Radiation Science (Radiography).

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).

Notes: This is a temporary position available immediately until 12 December 2021 with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months. Appointment to this position may be made based on written application only. The Radiographer position is required to support the Medical Imaging Department in the provision of a 24/7 service, this includes shift work, overtime and on-call duties outside normal working hours when required.

Contact Officer: Kate Saunder (02) 5124 2111 Kate.Saunder@act.gov.au

CHS Chief Executive Officer

CHS Medical Services

Lead Pharmacist Cancer Services

Pharmacist Level 4 \$116,946 - \$125,898, Canberra (PN: 24088)

Gazetted: 07 January 2021

Closing Date: 25 January 2021

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

Our Values: Reliable, Progressive, Respectful and Kind

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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 Pharmacy sits within the Office of the Executive Director of Medical Services (EDMS) which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

Under the broad direction of the Deputy Director of Pharmacy (Clinical), the Lead Pharmacist for Cancer Services will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service. The responsibility of this position is to provide leadership, management, and coordination of the clinical pharmacy services to the Cancer Services provided through Canberra Health Services including the Canberra Region Cancer Centre and The Canberra Hospital. This position will also include advanced clinical, education, research and quality improvement roles. This will be done in alignment with the SHPA Standard of Practice in Oncology and Haematology for Pharmacy Services.

The position holder will also integrate into the CHS Pharmacy team and will provide a range of pharmacy services on weekends, after hours and public holidays as rostered, including on call.

The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community".

Eligibility/Other Requirements:

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

Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research, or experience deemed equivalent (preferably supported by the development of an Advance Pharmacist Practice Portfolio).

Significant experience of working within the area of haematology/oncology.

Highly Desirable: The Society of Hospital Pharmacist of Australia (SHPA) membership.

Membership of a professional organisation linked to the area of specialty (e.g. Clinical Oncology Society of Australia (COSA), ISOP, HOPA etc)

Research experience and/or publication in peer reviewed journals.

Project management and management experience.

Current Driver's licence.

Prior to commencement successful candidates may 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).

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

This position could involve Working across multiple CHS sites.

Contact Officer: Hamenda Lane (02) 5124 2203 hameda.lane@act.gov.au

Medicine

Medical

Endocrinologist

Staff Specialist Bands 1-5: \$164,470 - \$202,960

Gazette Date: 14 January 2021

Closing Date: 19 January 2021

Canberra Health Services

Our Vision: Creating exceptional health care together.

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Our Values: Reliable, Progressive, Respectful and Kind

About us:

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

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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.

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.

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University.

All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and clinical/ research matters to Canberra Health Services.

For more information in relation to conjoint positions with the ANU please contact Professor Imogen Mitchell, Dean, ANU Medical School (02) 6125 2622 dean.medicalschool@anu.edu.au

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only three hours away by road. For more information on our great city and your future, visit:

<http://www.canberrayourfuture.com.au/>

Overview of the work area and position:

Endocrinology is the study of hormone-producing (endocrine) glands and the diagnosis and treatment of endocrine disorders, including diabetes. Canberra Health Services Diabetes Service is an interdisciplinary 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 adults, including women during pregnancy, Type 1 and Type 2 diabetes.

The Endocrinology and Diabetes Department is a clinical unit within the Division of Medicine. The unit provides endocrinology and diabetes care to adolescents and young adults, pregnant women and adults in both the ambulatory and acute care settings in the ACT. The unit also provides specialist endocrinology and diabetes care to residents and from regional NSW adjacent to the ACT.

The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, initiative, critical thinking and common sense.

Qualifications and experience:

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA) in the field of Endocrinology.

Fellowship of the Royal Australasian College of Physicians (FRACP) or equivalent specialist qualifications.

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

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

Undergo a pre-employment Police check.

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

Note: This position is temporary part time at 12 hours per week for 6 months with the possibility of extension for up to 2 years and or permanency. Selection maybe be based on application and referee reports.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$164,470 - \$202,960

Starting salary will be negotiated within this band for the successful candidate, depending on their experience and expertise.

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

Contact Officer: Carolyn Petersons (02) 5124 2214

CHS Chief Executive Officer

CHS Medical Services

CT/Angiography Modality Manager

Medical Imaging Level 5 \$136,537 - \$153,685, Canberra (PN: 37676)

Gazetted: 07 January 2021

Closing Date: 25 January 2021

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

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

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

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

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

Canberra Health Services (CHS) is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTIQ are particularly encouraged to apply.

Overview of the work area and position:

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

The Office of the Director of Medical Services (DMS) includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. The service is committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The CT/Angiography Modality Manager is a 50/50 management/clinical position and is responsible for the provision of CT and Angiography services for the Medical Imaging Department, applying high-level evidence, judgement, and advice to senior management. Responsibilities include effective utilisation of available resources and productivity to enable service provision. Provision of leadership, management and supervision of staff to ensure high quality clinical service.

Eligibility/Other requirements:

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

Be eligible for an ACT Radiation licence.

Tertiary qualifications or equivalent in Medical Radiation Science (Radiography).

Desirable: Minimum five years CT experience. Angiography experience.

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*.

Notes: This is a temporary position available for 12 months with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months. Appointment to this position may be made based on written application only.

Contact Officer: Kate Saunder (02) 5124 2111 Kate.Saunder@act.gov.au

Cancer and Ambulatory Support

Central Outpatients Registrar Review Clinic

Team Leader RRC

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 31728)

Gazetted: 08 January 2021

Closing Date: 26 January 2021

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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 RRC is a fast-paced small trauma clinic and the RN2 team leader's primary focus is on delivery of all services provided by RRC, monitoring clinic schedules, triaging of referrals and Quality Improvement measures. The role

requires excellent written and oral communication skills and working closely in the multi-disciplinary team environment. This is primarily a business hours Monday to Friday role, occasional weekends shifts as rostered to meet operational requirements.

Central Outpatient's (COP) at Canberra Hospital sits within the Division of Cancer and Ambulatory Support (CAS) and provides clinic-based care to a wide variety of medical and surgical specialties. The primary role is within COP Registrar Review Clinic (RRC) and nursing staff are required to work across all areas of the department which include medical and surgical services such as: Neurology, Neurosurgery; Endocrinology; General Medicine; Dermatology; Infectious Diseases; Orthopaedics; Plastics; Vascular; Urology; Ear Nose & Throat and Oral and Maxillofacial.

Eligibility/Other Requirements:

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

Highly Desirable: Experience in Orthopaedics and/or Plastic and/or wound care.

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: Position is permanent full-time Monday- Friday 0800-1630hrs with public holiday and 4 weeks leave per year.

Contact Officer: Rosemary Rummery (02) 5124 4019 Rosemary.Rummery@act.gov.au

Canberra Health Services

CHS Chief Operating Officer Clinical Services

CHS Mental Health, Justice Health and Alcohol and Drug Services

Administration Support

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 37323)

Gazetted: 08 January 2021

Closing Date: 26 January 2021

Details:

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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.

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

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

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

Mental Health, Justice Health, Alcohol and Drug Services 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 & Drug Services;
Child & Adolescent Mental Health Services (CAMHS);
Justice Health Services; and
Rehabilitation and Specialty Mental Health Services.

Overview of the work area and position:

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.

The working hours for this position are 8.30am – 4.51pm. This position is not required to wear a Uniform.

Eligibility/Other Requirements:

Mandatory

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.

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

Notes: this is a temporary position available for a period of six months.

Contact Officer: Casey Shaw (02) 5124 1853 Casey.Shaw@act.gov.au

Cancer and Ambulatory Support Services

Central outpatients/Fracture and Orthopaedic Clinic

Team Leader

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 14080)

Gazetted: 08 January 2021

Closing Date: 26 January 2021

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

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

Overview of the Work Area and Position

The adult fracture/Orthopaedic clinic is a fast-paced clinic and the RN2 team leader's primary focus is on delivery of all services provided within this clinic, monitoring clinic schedules, triaging of referrals and Quality Improvement measures. The role requires excellent written and oral communication skills and working closely in the multi-disciplinary team environment. This is primarily a business hour Monday to Friday role.

Central Outpatient's (COP) at Canberra Hospital sits within the Division of Cancer and Ambulatory Support (CAS) and provides clinic-based care to a wide variety of medical and surgical specialties. The primary role is within COP/Adult fracture and Orthopaedic Clinic's. Nursing staff are required to work across all areas of the department which include medical and surgical services such as: Neurology, Neurosurgery; Endocrinology; General Medicine; Dermatology; Infectious Diseases; Orthopaedics; Plastics; Vascular; Urology; Ear Nose and Throat and Oral and Maxillofacial.

Eligibility/Other Requirements:

Mandatory:

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

Highly Desirable:

Experience in Orthopaedics and/or wound care.

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: Rosemary Rummery (02) 5124 4019 rosemary.rummery@act.gov.au

Rehabilitation, Community and Aged Care Services

Acute Aged Care Canberra Hospital Ward 11A

Assistant in Nursing - 11A

Assistant in Nursing \$52,300 - \$54,070, Canberra (PN: 32396)

Gazetted: 08 January 2021

Closing Date: 22 January 2021

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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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, and Village Creek Centre in Kambah and the University of Canberra Hospital (UCH).

The Assistant in Nursing (AIN) works under the direction of the Registered Nurse and to provide personal care and assistance to patients. This position works a 24/7 rotating roster including night duty. This position is open to both part time and full-time applicants. The AIN may work across different units at UCH depending on operational requirements.

Eligibility/Other Requirements:

Mandatory:

Certificate III in Health Services Assistance or be working towards a Diploma in Nursing or Bachelor of Nursing.

Hold a current driver's licence.

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

Prior to commencement successful candidates will be required to:

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 up to six months with a possibility of permanency.

Contact Officer: Shannon Reakes 0408 135 203 shannon.reakes@act.gov.au

Canberra Health Services

CHS Chief Operating Officer Clinical Services

CHS Mental Health, Justice Health and Alcohol and Drug Services

Registered Nurse Level 1 - Adult Mental Health Rehabilitation Unit (AMHRU)

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 27147)

Gazetted: 08 January 2021

Closing Date: 26 January 2021

Details: **Our Vision:** Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the Work Area and Position

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is the largest rehabilitation centre in the ACT and surrounds, with capacity for 140 inpatient beds, 75 day places and additional outpatient services.

The 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.

Under the general direction of the AMHRU Clinical Nurse Consultant, the Registered Nurse role within AMHRU is responsible for the provision of individual and group rehabilitation and healthy lifestyle programs with the aim of graduated community re-integration. This involves completing assessments, providing pharmacotherapy, and evidence based and person centred care within a recovery orientated and therapeutic environment.

The Registered Nurse role is required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Enrolled Nurses. The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Peer Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements:

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

Desirable: Post Graduate Qualification (or equivalent) in Mental Health Nursing, or working towards.

Previous experience of working in a mental health setting.

Current Driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Notes: this is 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. This position is required to participate in a 24/7 rotating roster (including nightshift).

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

CHS Chief Executive Officer

CHS Allied Health

Physiotherapist, Team Leader

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 28639, Several)

Gazetted: 08 January 2021

Closing Date: 26 January 2021

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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.

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

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

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

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

Overview of the Work Area and Position

Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care.

Under the supervision of the Physiotherapy Manager the Physiotherapist Team Leader will play a key role in delivering high quality patient centred services and support the operational management and strategic planning within AAHS Physiotherapy. This involves clinical service delivery, as well as clinical leadership and supervision of a team of physiotherapists, allied health assistants and students within a designated team. Clinical supervision, and professional development is provided through team structures, supervision support, competency-based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements:

Mandatory: Tertiary qualifications (or equivalent) in Physiotherapy

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

Desirable: five years clinical experience 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: There are two positions available, one permanent and one temporary for 12 months with possibility of extension. An order of merit list may be established to fill future vacancies at level over the next 12 months. Team leader positions include a direct clinical caseload in addition to team leader responsibilities. The team leader responsibilities may not necessarily align with a team leader's clinical area of experience & caseload. Further information can be sought from the contact officer.

These positions are required to participate in overtime and/or an on-call roster.

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

University of Canberra Hospital

Rehabilitation Aged and Community Care

After Hours Manager

Registered Nurse Level 4.1 \$122,360, Canberra (PN: 28539, several)

Gazetted: 07 January 2021

Closing Date: 7 January 2021

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

Canberra Health Services (CHS) is 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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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.

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 UCH 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: Hold a current driver's licence.

Post Graduate studies in Health Management or related field and/or

Post Graduate studies in Nursing.

Hold Intermediate or Advanced Life Support Certification.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS credentialing requirements for allied health.

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

Note: There are two positions available, one permanent and one temporary for 18 months with the possibility of extension and/or permanency. This is a part-time position available at 28 hours per week and the full-time salary noted above will be paid pro-rata.

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

An order of merit list may be established to fill future vacancies at level over the next 12 months. All positions work a 24/7 rotating roster, including a regular contribution to night shift.

Contact Officer: Maria Harman (02) 6204 8774 Maria.Harman@act.gov.au

Clinical Services

Women, Youth and Children

Women, Youth and Children Community Health Program

Clinical Nurse Manager PEP/IMPACT

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 33498)

Gazetted: 12 January 2021

Closing Date: 28 January 2021

Details: **Our Vision:** Creating exceptional health care together.

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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.

Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multi-disciplinary team.

Overview of the Work Area and Position

Maternal and Child Health (MACH) Services deliver a range of universal and targeted services for newborns, young children and their parents/carers. These services aim to support early identification and intervention for child development concerns, and information and support for parenting. This is the only child and family health service across the ACT.

The Clinical Nurse Manager position for the PEP and IMPACT team supports and co-ordinates care for families experiencing vulnerabilities. The successful candidate will be required to lead the team through a pending governance review and subsequent change management. The ability to think innovatively and collaboratively regarding the provision of service delivery for families with vulnerabilities within a multi-disciplinary environment is essential.

Under broad direction, this position will provide professional leadership, through clinical expertise for the PEP /IMPACT team within the Maternal and Child Health (MACH) team. The successful candidate will draw on knowledge and experience working as a Child and Family Health or MACH Nurse, as well as experience as an operational manager.

Eligibility/Other Requirements:

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

Holds post graduate qualifications in Child and Family Health Nursing.

Holds a current driver's licence.

Desirable: Relevant tertiary qualifications are highly desirable, including midwifery, paediatrics.

Master in Clinical Leadership (Nursing) and/or management.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Medical Services

Pathology

Pathology - Specimen Reception Team Member

Technical Officer Level 1 \$60,130 - \$63,043, Canberra (PN: 37940, several)

Gazetted: 13 January 2021

Closing Date: 29 January 2021

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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

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

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

The successful applicant will be based in the Calvary laboratory specimen reception area and be required to work as a team member in this section of the laboratory.

Willingness to participate in an after-hour's roster as required.

Eligibility/Other Requirements:

Highly Desirable:

An associate diploma and/or certificate in Medical Laboratory Science

Desirable: Minimum of one years' experience in Pathology Specimen Reception and/or laboratory technical officer role. **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police check.

Note: These positions are full time permanent positions with a requirement to work shift working including weekends and nightshift once relevant competencies are achieved. Officers appointed to these positions are not permitted to work unsupervised.

Contact Officer: Mary Brun (02) 5124 3704 mary.brun@act.gov.au

Clinical Services

Women, Youth and Children

Community Health Programs

Immunisation Clinical Nurse Manager

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 27185)

Gazetted: 13 January 2021

Closing Date: 27 January 2021

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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 Immunisation Clinical Nurse Manager (CNM) is responsible for clinical and operational oversight for delivery of the High School Immunisation Program and the Kindergarten Health Check to children and young people in the ACT. The successful candidate will draw on expert clinical knowledge and experience working in these areas, as well as operational management experience.

Eligibility/Other Requirements:

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

Hold a current driver's licence

Holds a graduate immunisation qualification

Desirable: A tertiary qualification in a relevant Primary Health speciality or working towards same.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: This position is full-time, Monday to Friday 8:00am-4:30pm or 8:30am-5:00pm.

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

Clinical Services

Rehabilitation, Aged and Community Services

Rapid Assessment of the Deteriorating Aged at Risk

Registered Nurse Rapid Assessment of the Deteriorating Aged at Risk

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 17535)

Gazetted: 12 January 2021

Closing Date: 26 January 2021

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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:

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. The University of Canberra Hospital (UCH) is part of the Canberra Health Service network of health facilities designed to meet the needs of our ageing and growing population.

The Rapid Assessment of the Deteriorating Aged at Risk (RADAR), Registered Nurse Level 2 will actively contribute to provision of short-term assessment and management of elderly clients who are living in the community or in a

Residential Aged Care Facility (RACF) in collaboration with other team members. Clients are referred by their General Practitioner (GP) who have a deteriorating elderly patient in the community who can potentially be managed at home or in a Residential Aged Care Facilities thus avoiding unnecessary hospital admissions. The RADAR Registered Nurse Level 2 position works closely with GP's, Geriatricians and in conjunction with other health professionals to lead and coordinate safe, appropriate and timely care of patients in the community.

Eligibility/Other Requirements

Mandatory: Registered or eligible to register as a General Nurse with the Australian Health Practitioner Regulation Agency, AHPRA.

Desirable: Post Graduate studies in the Health-related field

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Chris Mead 0434674442 chris.mead@act.gov.au

Clinical Services

Women, Youth and Children

Women and Babies

Continuity Clinical Midwifery Manager

Registered Midwife Level 3.2 \$122,360, Canberra (PN: 32576)

Gazetted: 13 January 2021

Closing Date: 29 January 2021

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

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

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

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

Canberra Health Services (CHS) is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTIQ are particularly encouraged to apply

Overview of the work area and position:

The Division of Women, Youth and Children (WYC) offers a range of primary, secondary and tertiary services across the acute and community-based sectors.

The Centenary Hospital for Women and Children (CHWC) is a tertiary centre providing specialised maternity and neonatology services for the ACT and surrounding regional areas.

The CHWC offers antenatal, birthing and postnatal services under various models of care aimed at providing woman and family centred care. Birthing options include midwifery led continuity models, midwifery care, maternity team care, working collaboratively with the multidisciplinary team as required. The CHWC is the tertiary referral service for the ACT and Southern NSW region.

The Maternity services are supported by a tertiary neonatal service including Intensive Care (NICU), Special Care (SCN) and the regional retrieval service (ACT NETS).

Reporting to the Assistant Director of Nursing and Midwifery (Maternity), the Clinical Midwifery Manager will provide midwifery leadership and support staff to achieve excellence in clinical practice, working collaboratively with the multidisciplinary team and consumers of maternity and gynaecology services.

Eligibility/Other Requirements

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

Extensive clinical experience in the relevant field.

Desirable: Post graduate qualification in midwifery practice and/or,
Post graduate qualification in management and/or leadership.

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 two years.

Contact Officer: Michelle Thinius (02) 5124 7392 michelle.thinius@act.gov.au

Clinical Services

Surgery

Shock Trauma Service

Trauma Case Manager

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 24652)

Gazetted: 13 January 2021

Closing Date: 27 January 2021

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Overview of the work area and position

The Trauma Case Manager (TCM) position is an integral part of a multidisciplinary team responsible for coordinating and facilitating the care of trauma patient admissions to The Canberra Hospital.

Primary responsibilities include coordination and monitoring of the acute care hospitalisation phase of the injured patient in conjunction with the Trauma Nurse Practitioner Coordinator, data collection and staff/patient education. The TCM must be efficient in clinical practice and work closely with the Trauma team and all other disciplines involved in trauma care throughout the hospital to ensure the health and well-being of trauma patients.

This dynamic position requires expert knowledge and practice and highly developed interpersonal skills, to also undertake the role of teaching and supporting the multidisciplinary team in the workplace.

Eligibility/Other Requirements:

Mandatory: Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable: Three (3) years nursing experience at an advanced level and two years in relevant specialty would be advantageous.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: This is a temporary position available for a period of 12 months with the possibility of extension. This position has flexible hours from 16 to 38 hours per week and the full-time salary noted above will be pro-rata for part-time hours. The position involves shift work (daytime hours, 7 days per week).

Contact Officer: Beelah Bleakley 0434856406 beelah.bleakley@act.gov.au

Cancer and Ambulatory Services

BreastScreen ACT

Client Support Officer

Administrative Services Officer Class 2/3 \$58,230 - \$71,004, Canberra (PN: 29103, expected vacancy)

Gazetted: 11 January 2021

Closing Date: 25 January 2021

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

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

Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the Work Area and Position

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

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

This is a temporary position to backfill Birth Leave, the dates may vary in the likely hood of the incumbent officer extending their leave.

Eligibility/Other Requirements:

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

Desirable: Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is an expected temporary position available for 12 months.

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

Medical Services

Pathology

Diagnostic Genomics

Scientist

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 21288, expected vacancy)

Gazetted: 12 January 2021

Closing Date: 26 January 2021

Details: **Our Vision:** Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the Work Area and Position

The Diagnostic Genomics Department is a multidisciplinary laboratory performing conventional cytogenetics and microarray techniques, Fluorescence In Situ Hybridisation (FISH) and molecular genetic techniques for the investigation of constitutional and somatic (oncological) abnormality. Our laboratory services Canberra and the surrounding region. The team is led by the Chief Scientist and comprised of 2 Health Professionals Level 3 (HP3), 4 Health Professionals Level 2 (HP2) and 1 Technical Officer (TO1).

This position offers an opportunity, under the direction of the Chief Scientist and supervising scientists of Diagnostic Genomics, to be part of a dynamic team that provides a comprehensive Diagnostic Genomics service.

The position being recruited to will require participation in shift work, after-hours work and out-of-hours rosters.

The successful applicant must be able to work as the sole practitioner on rostered shifts, including public holidays and overtime as required. Applicants should contact the laboratory for the details of current shifts.

Eligibility/Other Requirements:

Mandatory: A degree in medical laboratory science or equivalent relevant qualifications.

Minimum 12 months relevant medical laboratory experience.

Desirable: Previous experience in cytogenetics and/or human molecular genetics would be advantageous.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Notes: This is a temporary position available for a period of up to 12 months.

Contact Officer: Fiona Webb (02) 5124 3449 Fiona.Webb@act.gov.au

Clinical Measurement Sciences

Allied Health Clinical Education Unit

Education Support Officer, Clinical Measurement Sciences

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 44143)

Gazetted: 11 January 2021

Closing Date: 27 January 2021

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

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

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

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

Canberra Health Services (CHS) is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTIQ are particularly encouraged to apply.

Overview of the work area and position:

The Allied Health Clinical Education Unit (AHCEU) is based at the Canberra Hospital. This position is located in the AHCEU and will report directly to the Allied Health Clinical Education Co-ordinator. The CMS Education Support Officer provides education and student placement services to the Clinical Measurement Sciences (CMS) and assistance with interprofessional clinical education activities of the AHCEU. The CMS disciplines are cardiac science, neurophysiology, respiratory science, and sleep science. These disciplines specialise in the physiological measurement and function for the diagnosis, treatment and prevention of disease, and also undertake research to further the evidence base. Clinical Physiologists are part of multi-disciplinary healthcare teams, including medicine, nursing, other allied health, researchers, and the patient. The CMS disciplines are self-regulated professions, with accreditation provided through the Australian Council for Clinical Physiologists Limited.

This position is for a clinician with a strong interest in education and supporting student placements, who communicates and collaborates effectively and is accountable for quality outcomes. Key areas of practice include: Coordination and support of student placements across CMS.

Making a significant contribution to the training and mentoring of staff and students' in/across designated areas or units as part of a multidisciplinary team.

Providing a consultative role across CMS and contribute to their field of professional speciality.

Eligibility/Other Requirements:

Mandatory: A Bachelor degree in a clinical measurement sciences discipline or an equivalent science degree with a strong clinical physiology component with a minimum of 3-5 years relevant work experience.

Desirable: Be eligible for membership with relevant professional association and accreditation through the Australian Council for Clinical Physiologists (ACCP) Limited

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.

Note: This is a temporary position available for 11 months. This position is part-time at (22:05) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Jo Cole (02) 5124 7959 Jo.Cole@act.gov.au

Cancer Ambulatory and Community Health Support

Ambulatory Care

Customer Service Officer

Administrative Services Officer Class 2/3 \$58,230 - \$71,004, Canberra (PN: 14550, several)

Gazetted: 12 January 2021

Closing Date: 25 January 2021

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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Overview of the work area and position

An exciting opportunity exists to join the dynamic, customer focused Central Health Intake and reception teams, providing day to day operational support to clinical staff for the smooth running of clinics.

The successful applicants will be working as part of a team in a busy and dedicated health environment. You will need to effectively communicate and liaise with members of the public and staff at all levels whilst providing reception support including bookings, wait list management, data entry, billing, coordination of clinical records management and phone duties in a busy contact centre environment. As part of the team you will actively contribute to the achievement of key performance indicators.

Eligibility/Other Requirements

Desirable: Applicants will ideally have previous experience working in a busy customer service environment.

Excellent customer service skills. Strong verbal communication skills and the ability to communicate with ease at all levels. Written skills with attention to detail.

Strong organisational skills and ability to prioritise and meet deadlines.

Capacity to work well within a team.

A high level of personal integrity and discretion.

Sound keyboard skills and the ability to use health based Information Technology (IT) systems.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Notes: There are two Permanent Full-Time positions and several temporary Full-Time positions available. A phone and face to face interview may be conducted along with testing for attention to detail as part of the selection process. This position will be filled at either the Administrative Services Officer Level 2 (ASO2) or Administrative Services Officer Level 3 (ASO3) level, dependent on the skills and experience of the successful applicant. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Shaun Griffiths (02) 6207 4700 shaun.griffiths@act.gov.au

Clinical Services

Division of Surgery

ACT Trauma Service

ACT Trauma Service Data Manager

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 34371)

Gazetted: 12 January 2021

Closing Date: 27 January 2021

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Overview of the Work Area and Position

The Canberra Hospital (TCH) was designated as the major trauma centre for the Australian Capital Territory (ACT) in 2000 and supports a population of around 750,000. Due to the proximity of the ACT to New South Wales (NSW), TCH has an integral role in management of patients injured in rural areas of NSW as well as ACT and is recognised as part of the NSW trauma system network. The ACT Trauma Service provides holistic, collaborative, solution focused care to optimize outcomes for Trauma patients, their family and the wider community.

The Trauma Data Manager is responsible for the capture and management of ACT Trauma Service data. The role involves assisting with the data extraction and collection process, in conjunction with the Trauma Coordinator, and is responsible for ensuring the accuracy and the quality of trauma data. They are responsible for the preparation, the analyses and the provision of reports to both internal and external stakeholders. The role also entails delivering high quality contributions to trauma analyses with the supervision of experienced researchers.

There is an expectation that the Data manager will be able to move between the Trauma Data Manager and Case Manager roles. This is to ensure there is a thorough understanding of trauma care and the various roles within the nursing team.

Eligibility/Other Requirements:

Mandatory: Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable: Three years full time post registration in Nursing.

Experience and demonstrated competence (knowledge, skills and attitude) within the relevant speciality.

Post graduate qualification relating to Trauma and/or data management.

Experience in data analysis and using data systems such as R Studio.

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: The is a temporary position available for 12 months with possibility of extension and/or permanency. This position is Monday – Friday.

Contact Officer: Genevieve Harrigan (02) 5124 5094 genevieve.harrigan@act.gov.au

CHS Chief Operating Officer Clinical Services

CHS Cancer and Ambulatory Services

Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 45984)

Gazetted: 11 January 2021

Closing Date: 25 January 2021

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Overview of the Work Area and Position

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings.

14B is a 22 bed haematology, medical and radiation oncology ward incorporating all patients from diagnosis to end of life care. We have a strong core staff and would like to expand this with committed, compassionate and dedicated staff that can retain their humour and fun side in a very acute setting. The Registered Nurse Level 2 provides a coordinated approach to patient's assessment and planning and delivery of care for complex Haematological diagnosis. The Registered Nurse Level 2 will be credentialed in chemotherapy administration and education.

Eligibility/Other Requirements:

Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable: A current Antineoplastic Drug Administration Course (ADAC) certificate is highly desirable

Prior to commencement successful candidates will be required to:

undergo a pre-employment National Police check.

Contact Officer: Susan Langdonn (02) 5124 3396 Susan.Langdon@act.gov.au

CHS Chief Executive Officer

CHS Pathology

Medical Laboratory Scientist, Haematology

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 21303, several)

Gazetted: 11 January 2021

Closing Date: 27 January 2021

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Overview of the Work Area and Position

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

The Haematology laboratory is a tertiary facility performing highly complex time consuming investigations in the areas of Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology, Morphology and Transfusion on difficult patients with a wide range of co-morbidities.

The Haematology laboratory is a tertiary facility performing highly complex time consuming investigations in the areas of Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology, Morphology and Transfusion on difficult patients with a wide range of co-morbidities.

Under direction, the Scientist role is responsible for the provision of Haematology, Coagulation and Transfusion services. At the Haematology laboratories at Canberra and Calvary Hospitals, the Scientist role is a key position involved in the troubleshooting of instrumentation, monitoring of Quality Control, analysis of results, blood film morphology and the provision of blood and blood products.

The Scientist position is required to work 24/7 shifts including night, weekends and public holidays.

Eligibility/Other Requirements:

Mandatory: Tertiary qualifications (or equivalent) in Science.

Desirable: Previous experience working in a clinical Haematology Laboratory or similar setting.

ability to acquire such knowledge and skills in; haematology and blood transfusion

Relevant Post Graduate qualifications.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination.

Notes: There is one Permanent Full-Time and several Temporary Part-Time positions of various duration with the possibility of extension and/or permanency available. These positions are required to work 24/7 shifts including night, weekends and public holidays.

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

CHS Finance and Business Intelligence

Supply Services

Casual Health Services Officer Level 4

Health Service Officer Level 4/5 \$54,896 - \$60,679, Canberra (PN: C07653, several)

Gazetted: 11 January 2021

Closing Date: 21 January 2021

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Overview of the Work Area and Position

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

The position reports to the Store Supervisor of Canberra Health Supply Services.

This position is rotated between the Supply Services Warehouse, Mitchell and Canberra Hospital.

Eligibility/Other Requirements:

Desirable: Relevant work experience.

Current Driver's Licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Notes: These are on-going Casual positions working anytime from Monday to Friday 7am to 4pm. the full-time salary noted above will be pro-rata.

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

Allied Health

Acute Allied Health Services

Psychology

Clinical Psychologist

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 48104)

Gazetted: 13 January 2021

Closing Date: 29 January 2021

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

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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.

An exciting opportunity exists for a Clinical Psychologist to join the friendly and supportive Acute Support Psychology team in the Division of Medicine. Our team consists of Clinical Neuropsychology and Clinical Psychology positions. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings.

The successful applicant will provide high quality clinical psychology assessment and intervention as part of the Allied Health team providing services to a range services from acute ward settings to specialised services such as the ACT Hospital in the Home 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 Occupational Assessment, Screening and Vaccination policy, (OMU).

Comply with CHS credentialing and scope of clinical practice requirements for Allied Health Professionals.

Note: This is a temporary part time available at 22.05 hours per week for a period of six months with the possibility of extension and/or permanency. The full-time salary noted above will be paid pro-rata. This position may require the clinician to undertake home visits.

*This position is eligible for a Psychology Group Attraction and Retention Incentive: \$9,855-\$13,863. The ARIn will be reviewed every 12 months where the ARIn will 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 \$113,885.

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

Medical Services

Pathology

Laboratory Haematology

Senior Scientist Haematology - Morphology

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 30481)

Gazetted: 12 January 2021

Closing Date: 28 January 2021

Details: **Our Vision:** Creating exceptional health care together.

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Overview of the Work Area and Position

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

The Haematology laboratory is a tertiary facility performing highly complex time consuming investigations in the areas of Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology, Morphology and Transfusion on difficult patients with a wide range of co-morbidities.

The Haematology Morphology Senior Scientist has an important role in the day-to-day operations of the laboratory. Under broad direction, you will play a key role in day to day supervision, reviewing all full blood counts including, validation, blood film review and escalation of blood films for registrar review, performing complex testing including haemoglobin electrophoresis, trouble shooting, KPI monitoring, quality control monitoring, managing resources, maintaining manuals and training programs for staff in the morphology area of the laboratories at Canberra and Calvary Hospitals.

A current working knowledge of haematology, morphology and continuing accreditation requirements is essential. Knowledge of haemostasis and transfusion would be advantageous. The position of senior scientist will work as part of a multi-disciplinary team.

Supervision of the position is undertaken by the Haematology Supervising Scientist.

Eligibility/Other Requirements:

Mandatory: Tertiary qualifications (or equivalent) in Medical Laboratory Science or similar.

Desirable: A relevant Postgraduate or professional qualification would be an advantage.

Experience of three to five years in Haematology would be advantageous.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination.

Notes: This is a temporary position available for a period of over 12 months. There is a requirement to work out of routine hours, on-call, occasional nights, weekends, and public holidays.

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

Chief Minister, Treasury and Economic Development

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

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

Shared Services

Partnership Services

Service Desk

HR/Finance Service Desk Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 36219)

Gazetted: 13 January 2021

Closing Date: 27 January 2021

Details: Do you enjoy always having something to do at work? Do you like talking to people and finding solutions to solve customer problems?

The Shared Services HR/Finance Service Desk is seeking a full-time customer service professional to join our team. This role requires critical thinking and sound judgement to work out appropriate solutions for our customers. The role covers a wide variety of areas and is responsible for providing front line customer support to ACT Government directorates. As a HR/Finance Service Desk Officer you will provide a high level of customer service in responding to customer enquiries on the telephone, via email and through our chat service in a call centre environment. Actively contribute to achievement of key performance indicators, provide expert advice and guidance on HR legislation, policies and ACT conditions of service to customers and Shared Services colleagues. You will also provide advice on financial policies and procedures, including APIAS (Invoice Automation), invoices and payments. Create and maintain records by inputting data into Service Desk systems accurately, within agreed time frames and in accordance with Service Desk processes and contribute to the maintenance of effective personnel records by inputting data into HR systems.

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

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

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

How to Apply: Applicants should submit their application in the form of a pitch writing against the technical and behavioural capabilities keeping to a limit of two pages. Please also attach a current curriculum vitae along with contact details of two referees. Any questions about the role or the vacancy should be directed to the contact officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Corey Stinson (02) 6205 4618 corey.stinson@act.gov.au

Shared Services ICT

Customer Engagement Services Branch

Executive Assistant to the Executive Branch Manager, Customer Engagement Services Branch

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 11843)

Gazetted: 13 January 2021

Closing Date: 29 January 2021

Detail: Are you an experienced Executive Assistant with exceptional administrative, communication and time management skills? Are you able to take things in your stride and roll with the punches? You are! Then this could be just the opportunity that you have been seeking.

The Customer Engagement Services Branch Executive Branch Manager is seeking applications from skilled Executive Assistants who demonstrate self-assurance, a well-developed eye for detail, sound judgement, initiative and excellent written and verbal communication skills. Furthermore, this position requires exceptional time management, liaison and negotiation skill.

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: Ability to gain an ACT Government CMTEDD Baseline clearance.

Notes: This is a temporary position available until 3 December with possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide the following items.

Two page pitch relating to what you will bring to the role outlined in the attached Position Description. Provide evidence of your capacity to perform the duties outlined

Contact details of two referees noting their relationship to you e.g supervisor, branch manager, personal Curriculum Vitae

If you would like further information regarding this position please contact the contact officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alana Lundy (02) 6207 7778 Alana.Lundy@act.gov.au

Policy and Cabinet

Social Policy

Office of LGBTIQ+ Affairs

Assistant Director

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 33924)

Gazetted: 13 January 2021

Closing Date: 12 February 2021

Details: Are you a dynamic leader who is committed to making a difference in the lives of LGBTIQ+ Canberrans?

The ACT Government Office of LGBTIQ+ Affairs is seeking applications from suitable candidates for the position of Assistant Director.

The Assistant Director works within a small, high-performing team in the development of policy, delivery of programs and events as well as active engagement with LGBTIQ+ Canberrans, including support of a Ministerial Advisory Council.

Eligibility/Other Requirements: Demonstrated experience in social policy, superior written and oral communication and interpersonal skills and the ability to lead and deliver effective outcomes in a fast and efficient manner is a requirement.

The occupant must be able to liaise with government stakeholders and community members about their ideas and concerns and develop advice on these matters for the Chief Minister and Directorate Executive. The occupant will be required to demonstrate a high level of sensitivity, confidentiality and a flexible approach to tight deadlines. Applications from candidates with lived and/or professional experience in LGBTIQ+ issues will be strongly regarded.

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

How to Apply: Interested candidates should submit an Expression of Interest as a two-page statement that demonstrates relevant skills and experience against the Selection Criteria. Please include a current curriculum vitae and contact details of at least two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Momcilovic (02) 6205 0743 David.Momcilovic@act.gov.au

Access Canberra

Customer Coordination

Contact Centre

Customer Service Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 26109, several)

Gazetted: 11 January 2021

Closing Date: 25 January 2021

Details: The Access Canberra Contact Centre is seeking applications for our Customer Service Officer positions. As a Customer Service Officer, you will need exceptional oral and written communication and interpersonal skills, as you will be required to provide a high-quality phone and webchat services to the ACT community. Successful applicants will also possess the ability to stay calm under pressure.

We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application. Access Canberra is comprised of ACT community members helping other ACT community members and representation and visibility of our central connectedness is key to our mission.

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: All ACTPS employees employed in the Access Canberra Contact Centre will be employed as Scheduled workers and have their working hours scheduled in accordance with subclauses O9.15 to O9.31 of the ACT Public Sector Administrative and Related Classifications Enterprise Agreement 2018 – 2021.

Successful applicants must be prepared to:

Work full-time to a scheduled seven day roster that may involve commencing work at 6:50am and/or finishing at 8:00pm;

Work from any Access Canberra location as required.

Participate in extended hours during Emergency or SES events.

Note: An order of merit will be established from this selection process and may be used to fill future temporary or permanent vacancies over the next 12 months. These positions are within an Activity Based Workplace (ABW). Under ABW arrangements officers do 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 Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit no more than a two page written application, contact details of at least two referees and current curriculum vitae. The response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description but indicate your capacity to perform the duties and responsibilities at the specified classification.

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Holmes (02) 6205 3922 Greg.Holmes@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.

Shared Services

Finance Services

Finance Operations/Accounts Payable

Senior Finance Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 07456, several)

Gazetted: 12 January 2021

Closing Date: 19 January 2021

Details: Shared Services Finance Operations is seeking to fill several temporary vacancies for a Senior Finance Officer.

In this role you will be responsible for undertaking a range of support services and processing functions in a Finance Operations environment. This may include, raising and issuing invoices/credit notes, receipting, undertaking bank account reconciliations, credit card acquittals, preparation of journals, processing supplier invoices for payment and resolving routine client enquiries in a timely manner.

You will be someone who is committed to high quality customer service principles, have well developed problem solving and analytical skills and have a demonstrated ability to prioritise workloads in order to meet tight deadlines whilst ensuring attention to detail and maintaining high standards of quality.

This position has supervisory duties for direct reports at a junior level. You must have excellent communication skills and work cooperatively within a team environment.

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

Eligibility/Other Requirements: Previous experience in a finance operations or processing environment would be highly regarded.

Note: These are temporary positions available immediately for six months with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be made on application and referees report only. This position has been readvertised and previous applicants need not reapply and will be considered.

How to Apply: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the “What you will do” and “What you require” sections and submit a personal pitch of no more than two pages.

Your personal pitch should include information that provides evidence of your capabilities against the Professional and Technical Skills and the Behavioral Capabilities and highlights your skills and experience in a finance operations or processing environment. A current curriculum vitae should be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tash Grant (02) 6205 4066 Tash.Grant@act.gov.au

Shared Services ICT

Strategic Business Branch

Portfolio Delivery Office

Project Officer

Information Technology Officer Class 2 \$87,715 - \$100,388, Canberra (PN: 50351, several)

Gazetted: 08 January 2021

Closing Date: 2 February 2021

Details: Reporting to the Project Manager, Portfolio Delivery Office, Education Program, manage a range of concurrent IT infrastructure tasks for the Education directorate. These will range from minor refurbishments of schools, through to the build of new schools. Note that you will only be responsible for the IT components of these works.

Demonstrated ability to manage multiple tasks across multiple projects, work to competing deadlines and achieve results in a busy, small team environment with limited supervision. You will provide the specialist ICT technical advice and knowledge to ensure the success of the projects.

This position does not have any direct reports, though will involve the supervision and coordination of vendors and the coordination with other Shared Services ICT teams.

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

Eligibility/Other requirements:

Current Baseline Security Clearance or ability to obtain and hold a Baseline Security Clearance is mandatory.

Project Management qualifications would be highly desirable.

Previous experience of managing ICT projects in a construction environment will be highly regarded, especially in an Education setting.

Notes: There are two positions available.

How to Apply: Please submit a written response of no more than two pages, contact details for at least two referees and a current curriculum vitae. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability, experience and what you can bring to the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Burnet 0430 170 800 Andrew.Burnet@act.gov.au

Shared Services ICT

Strategic Business Branch

Portfolio Delivery Office

Project Coordinator

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 38392)

Gazetted: 08 January 2021

Closing Date: 22 January 2021

Details: Assist the Program Director, Portfolio Delivery Office, Education Program, to coordinate a range of business and information technology projects in accordance with recognised project management methodologies, to deliver quality outcomes within agreed tolerances. As Project Coordinator you will support the Program Director and the team, in a wide range of projects requiring delivery of ICT equipment and services. This will include liaison with Shared Services ICT technical teams, key Directorate stakeholders and vendors as required. Demonstrated ability to manage multiple items of work, deliver to competing deadlines, and achieve results in a busy, small team environment with limited supervision.

The role is part of a multi-disciplinary team within Strategic Business, Education Portfolio Delivery.

This position does not have any direct reports, though will involve the supervision and coordination of vendors and the coordination with other Shared Services ICT teams.

Eligibility/Other Requirements: Current baseline security clearance or the ability to obtain and hold a baseline security clearance is mandatory. ACT Government procurement experience is highly desirable as is experience managing small infrastructure projects.

How to Apply: Please submit a written response of no more than two pages, contact details for at least two referees and a current curriculum vitae. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability, experience and what you can bring to the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Burnet 0430170800 andrew.burnet@act.gov.au

Shared Services ICT

Technology Services - ICT Security

Cyber Strategy and Governance

Assistant Director, Cyber Strategy and Governance

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 31212)

Gazetted: 08 January 2021

Closing Date: 26 January 2021

Details: ICT Security is seeking a permanent Assistant Director (SOGC) role in the Cyber Strategy and Governance team.

This is an outstanding leadership opportunity where your efforts will directly improve the security posture of the ACT Government. Using an established framework, you will assist clients to document the business, technical and security context of their ICT systems, understand the security risks faced and recommend security controls and risk treatments based on the ACT Government Cyber Security Policy and standards.

This is a business-facing role as a trusted advisor to directorates that requires strong written and verbal communication skills, integrity, time management and a focus on business outcomes. You will work in a diverse, inclusive and supportive team of professionals with a collective 30+ years experience in security risk and compliance.

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:

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

Candidates must possess or have the ability to obtain a Baseline security clearance.

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. 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: Please attach the following to your application:

Your curriculum vitae,

Names and contact details of two professional referees,

A written application of no more than two pages, providing evidence of your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Please refer to the Position Description for further details of what is required to succeed in this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caley Callahan (02) 6207 1145 Caley.Callahan@act.gov.au

Commercial Services and Infrastructure Group

ACT Property Group

Customer and Tenancy Management

Director, Lease and Transaction Management

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 26576)

Gazetted: 11 January 2021

Closing Date: 3 February 2021

Details: We have an exciting opportunity for a leader with a keen eye for detail and experience in leasing and/or licensing.

ACT Property Group manages a number of leases with private building owners, and hundreds of leases and licenses with organisations occupying property it manages. This position provides an internal consultancy and expertise service, providing advice and guidance to the organisation and executive. The person also manages processes to acquire new sub-leases and the issuing of leases and licenses over managed properties. The role also manages government and non-government accommodation planning including analysing and reporting on occupancy, the ACT Government Property Register, and inter and intra government committees. Expertise and extensive experience in commercial property leasing is essential for this role.

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.

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.

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

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

Please submit the following:

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

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

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

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

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

3. Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: PhillipB Wales (02) 6207 7214 PhillipB.Wales@act.gov.au

Corporate

Corporate Management

Governance and Audit

Risk, Business Continuity and Governance Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50360)

Gazetted: 12 January 2021

Closing Date: 26 January 2021

Details: The Risk, Business Continuity and Governance Officer works in a small technical team of subject matter experts. The Governance team is a dynamic and customer-oriented area focused to deliver best practice corporate, advice, services and support in a demanding environment. No working day will ever be the same with portfolio management requirements for governance policy and frameworks, business continuity, disaster recovery, and risk management.

Note: This is a temporary position available until 31 December 2021 with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Applications are sought from potential candidates and should include, the completed application form; a two-page pitch outlining your experience and/or abilities against the requirements (Professional/Technical Skills and Knowledge; and Behavioural Capabilities) in relation to the stated duties outlined in the Position Description, a current curriculum vitae; and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Hart (02) 6207 3067 david.hart@act.gov.au

Commercial Services and Infrastructure

ACT Insurance Authority

Assistant Director, Claims Services

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50340)

Gazetted: 07 January 2021

Closing Date: 21 January 2021

Details: Do you have excellent organisational skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy working in a lively team, whilst also savouring the opportunities to work autonomously? Then this may well be the perfect job for you! The ACT Insurance Authority Claims Management Team is looking for a motivated individual to join their team!

The Assistant Director oversees a team of Claims Officers, with the aim of enhancing Authority's performance in managing insurance claims, through training, mentoring, coaching and developing the members of the Authority's Claim Services team. You will work closely with the Manager, Claims Services, the Specialist Insurance Adviser and the Authority's Claims team to meet strategic and operational objectives. Your primary focus will be to provide guidance, advice and support to claims officers, assist with stakeholder liaison in complex or sensitive cases and drive outcomes across the team. This position involves significant personnel management, quality assurance and stakeholder management. In addition, you will from time to time be directly involved in the management of complex claims across the property, public liability, medical malpractice, workers' compensation and the motor accident and injuries scheme classes.

Eligibility/Other Requirements: Whilst not mandatory, the following knowledge/experience/qualifications would be highly regarded:

Experience in claims or liability management for a large employer, insurer or regulator;

Experience in legal services or tertiary qualifications in legal or insurance studies or partial completion of studies in this field.

Note: This is a temporary position available immediately for up to twelve 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: If you are interested in the role, please submit a maximum of two pages addressing the Selection Criteria, along with your curriculum vitae including referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Osborne (02) 6205 2774 peter.osborne@act.gov.au

Commercial Services and Infrastructure

ACT Insurance Authority

Specialist Insurance Adviser

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 45537)

Gazetted: 11 January 2021

Closing Date: 18 January 2021

Details: Do you have excellent organisational skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy working in a lively team, whilst also savouring the opportunities to work autonomously? Then this may well be the perfect job for you! The ACT Insurance is looking for a motivated individual to join their team!

As the Specialist Insurance Advisor, you will work closely with the Authority's leadership group to meet strategic and operational objectives and provide subject matter expertise as required for the delivery of a range of critical projects for the Authority. You will be responsible of the development of the Insurance Management System (IMS) and drive the implementation of process improvement, through delivering training to the Authority's staff on the use of the IMS and documenting operating practices in a user manual.

Note: This is a temporary position available immediately for up to nine months. Selection may be based on application and referee reports only.

How to Apply: If you are interested in the role, please submit a maximum of two pages addressing the Selection Criteria, along with your curriculum vitae including details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Osborne (02) 6205 2774 peter.osborne@act.gov.au

Workforce Capability and Governance Division

Workforce Strategy and Capability

Workforce Inclusion and Graduate Programs

Assistant Director - Graduate Talent

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 16895)

Gazetted: 07 January 2021

Closing Date: 24 January 2021

Details: Would you like to be part of an exciting expansion of the ACT Public Service Graduate Program?

The Workforce Strategy and Capability (formerly Public Sector Management) branch is seeking an experienced high-performer to:

develop and implement strategies and plans to recruit, develop and manage graduate talent through the ACTPS Graduate Program;

mentor and coach ACTPS Talent Bank Graduate participants to operate and deliver outcomes within a central government working environment; and

develop and deliver training to selected ACTPS Graduates on how to effectively operate within WCAG's Strategic Transformation Office.

This role will be instrumental in ensuring the successful expansion of the ACTPS Graduate Program in 2021 and into 2022. The Chief Minister's commitment to expand the ACTPS Graduate Program was introduced in late 2020 as part of the Government's Youth Support Package.

Who we are looking for:

We seek an experienced high-performer with a Human Resources, HR Program management or Learning and Development professional background.

The successful candidate will be the kind of person who is excited to break new ground and question the way things have always been done. They will be able to operate well under the pressure of tight deadlines, in a supportive working environment that is often characterised by complexity and change.

A bit more about our Division:

Workforce Capability and Governance Division provides a central agency policy and advisory role for ACT public sector employment. The work of the branch sets the expectations for the ACTPS on flexible work practices, diversity and inclusion, learning and development, and the pipeline of future leaders through the graduate program and senior executive talent programs.

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. Current and former ADF members are encouraged to apply.

Note: This is a temporary position available until 30 June 2022 with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide your current curriculum vitae and a two-page statement addressing your suitability in line with the attached Selection Criteria. Full details of this position including Selection Criteria are included in the attached Position Description. Please also provide the contact details of your referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Denise Ernst (02) 6207 5995 Denise.Ernst@act.gov.au

Shared Services ICT

Strategic Business Branch

Portfolio Delivery Office

Project Manager

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 39505)

Gazetted: 07 January 2021

Closing Date: 1 February 2021

Details: Reporting to the Program Director, Portfolio Delivery Office, Education Program, project manage a range of concurrent IT infrastructure projects for the Education directorate. These will range from minor refurbishments of schools, through to the build of new schools. Note that you will only be responsible for the IT components of these works.

Demonstrated ability to manage multiple projects, work to competing deadlines and achieve results in a busy, small team environment with limited supervision.

The Project Manager role is part of a multi-disciplinary team within Strategic Business, Portfolio Delivery, Education Portfolio Delivery. This position involves the direct supervision of ASO level staff, who will provide the technical knowledge to assist with the delivery of the projects. You will also be required to liaise with Shared Services teams, key Directorate stakeholders and vendors as required.

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

Eligibility/Other requirements: Current baseline security clearance or the ability to obtain and hold a baseline security clearance is mandatory. Project Management qualifications would be highly desirable.

Note: This is a re-advertisement of a position from 2020. If you previously submitted an application for this position, you are not required to resubmit.

How to Apply: Please submit a written response of no more than two pages, contact details for at least two referees and a current curriculum vitae. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your

greatest achievements and how they relate to this position and its requirements, as well as outline your ability, experience and what you can bring to the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Burnet 0430 170 800 Andrew.Burnet@act.gov.au

Corporate

Corporate Management

Governance and Audit

Chief Internal Auditor

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 48831)

Gazetted: 07 January 2021

Closing Date: 21 January 2021

Details: If you are a passionate audit professional, then this could be the role for you. As the Chief Internal Auditor within Corporate Management you will be responsible for leading, developing and delivering the internal audit functions and the compliance review functions of the directorate.

The Chief Internal Auditor is responsible for managing strategic relationships across the directorate to support the development and delivery of a risk based, value add internal audit and compliance review program; and to support the CMTEDD Audit and Risk Committee.

A big part of our role is to support organisational governance and CMTEDD Executive. Corporate is a progressive division that regularly looks at ways in which we can improve the way we work.

This gives the role some exciting opportunities to be agile and responsive to the needs of the directorate and consider ways to process improve the service offering.

Eligibility/Other Requirements:

Professional membership or above of the IIA (Institute of Internal Auditors in Australia) or

CPA or above (CPA Australia) or

CA or above (Institute of Chartered Accountants in Australia) or

MIPA or above (Institute of Public Accountants)

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

How to Apply: Applications are sought from potential candidates and should include a two-page pitch outlining your experience and/or abilities against the requirements (Professional/Technical Skills and Knowledge; and Behavioural Capabilities) in relation to the stated duties outlined in the Position Description, a current Curriculum Vitae; and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Hart (02) 6207 3067 David.Hart@act.gov.au

Community Services

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

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

Children Youth and Families

Child Youth Protection Services

Practice and Performance

Senior Director, CYPS Practice and Performance

Child and Youth Protection Professional Level 6 \$156,053, Canberra (PN: 11847, several)

Gazetted: 12 January 2021

Closing Date: 4 February 2021

Details: Child and Youth Protection Services (CYPS) are seeking applicants to fill a permanent and a temporary Senior Director positions.

The Senior Director, CYPS Practice and Performance roles are senior roles responsible for providing strong leadership and setting the strategic vision to ensure CYPS has the capability to meet statutory obligations and deliver on our strategy of creating a continuum of care for our clients. CYPS Practice and Performance has a significant role in increasing proficiency in delivering trauma informed and culturally informed case management across child protection and youth justice settings, leads operational and strategic policy development; writes key documents including briefs, submissions and reports, as well as maintaining effective partnerships in the community and out of home care sector to ensure high quality outcomes for children and young people.

Eligibility/Other Requirements:

Essential qualifications and experience:

Relevant tertiary qualifications in Social Work, Psychology or related discipline and/or equivalent work experience in child protection and/or youth justice.

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

Extensive program management experience at a senior level to achieve organisational outcomes.

Current Driver's Licence.

Desirable qualifications and experience:

Experience working with children, young people and their carers or families.

Project management and or audits and review processes.

Experience with change management.

Note: There are two positions available, one is a permanent position and the other is a temporary position available for six months with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies both permanent and temporary over the next 12 months.

How to Apply: Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melanie Saballa (02) 6207 5938 melanie.saballa@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Senior Director, Cultural Services

Child and Youth Protection Professional Level 6 \$156,053, Canberra (PN: 50356)

Gazetted: 07 January 2021

Closing Date: 25 January 2021

Details: The Senior Director, Cultural Services role is responsible for providing strong leadership and setting the strategic vision and workplan for the Cultural Services Team and contribute towards ensuring CYPS has the capability to deliver its statutory obligations through a culturally intelligent and responsive workforce.

Working closely with local Aboriginal and Torres Strait Islander community controlled organisations, key oversight bodies, funded partner organisations, and the wider Aboriginal and Torres Strait Islander community, this position will lead provision of practice.

The role will have a focus on working in partnership to embed preventative approaches; improve the experience of children in out of home care; and improve pathways to restoration or exiting care. The role will lead a team responsible for the direct delivery of services and supports to families that are underpinned by family-lead decision-making ; and actively participate in decision making forums to ensure decisions and pathways for children are in accordance with the Aboriginal and Torres Strait Islander Child Placement Principle.

The position makes a significant contribution to the strategic direction of the Children, Youth and Families division and oversight of culturally intelligent case management, contributes to high level policy development and the preparation of key documents including briefs, submissions, reports and correspondence.

Eligibility/Other Requirements:

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

Demonstrated experience leading teams and delivery of services to supports positive outcomes for Aboriginal and Torres Strait Islander families.

Relevant tertiary qualifications in Social Work, Psychology or related discipline and/or equivalent work experience in child protection and/or youth justice.

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

Current driver's licence.

Desirable: Extensive program management experience at a senior level to achieve organisation outcomes.

Additional Information

A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

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

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

How to Apply: Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex Nelson (02) 6205 9380 Alex.Nelson@act.gov.au

Quality Complaints and Regulation

Office of the Senior Practitioner

Assistant Director, Office of the Senior Practitioner

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 39213)

Gazetted: 08 January 2021

Closing Date: 25 January 2021

Details: The Assistant Director, Office of the Senior Practitioner is an exciting opportunity be part of the reduction and elimination of restrictive practices within the ACT. The Assistant Director will have responsibility for progressing legislative amendments to the Senior Practitioner Act 2018 including engagement and collaboration with stakeholders.

The position requires demonstrated understanding of machinery of government regarding legislative amendments and experience using project management practices to achieve outcomes.

The ability to communicate effectively and prepare high level and comprehensive reports and briefings is essential as is the ability to effectively engage key stakeholders and develop collaborative working relationships.

The position has day to day reporting obligations to the Senior Director, Office of the Senior Practitioner.

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.

Notes: This position is part-time at (29:24) hours per week and the full-time salary noted above will be pro-rata.

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

How to Apply: Interested candidates should submit an application addressing key selection criteria outlined in the attached position description along with their curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Moira Buchholtz (02) 6207 1297 Moira.Buchholtz@act.gov.au

Office of the Director-General

Executive Office

Executive Assistant to the Director-General

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 19415)

Gazetted: 07 January 2021

Closing Date: 21 January 2021

Details: Are you looking to be part of a dynamic, fast paced team environment? The Executive Assistant to the Director-General is part of the Director-General's Executive support unit. The unit is made up of the Executive Officer to the Director-General, the Executive Assistant to the Director-General, the Executive Officer to the Deputy Director-General and the Executive Assistant to the Deputy Director-General.

Working collaboratively, we provide support to both the Director-General and Deputy Director-General to assist them in providing services to some of the most vulnerable people within our community. We are looking for someone who is a team player, enjoys a challenge and understands the importance of discretion and multi-tasking. We would like someone who can work autonomously and who is willing to step in and help as needed.

The successful candidate will proudly demonstrate our Directorate's values – Respect, Integrity, Collaboration and Innovation in their work. If this sounds like a role you are interested in, we want to hear from you.

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

Note: 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 submit your application, outlining your statement of claims against the Selection Criteria (maximum 500 words per criteria), a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Everest (02) 6207 3019 Rebecca.Everest@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

Business Services Division

People and Performance

HR Business Partnerships

Human Resources Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 41505)

Gazetted: 13 January 2021

Closing Date: 27 January 2021

Details: We are seeking a highly motivated Human Resources (HR) Officer to join our fast-paced HR Business Partnerships Team. The HR Business Partnerships Team includes the Business Partners, People Cases, Injury Management and Work Health Safety and Wellbeing. The team provides high quality, client focused services to ensure the Directorate maintains a highly skilled, healthy and engaged workforce. The HR Officer will assist the Business Partnerships Team by providing administrative HR support including but not limited to the management of multiple mailboxes and telephone hotlines and as such will be the first point of contact for responding to HR enquiries. The HR Officer will also assist with research and the preparation of reports and other business-related projects.

The HR Officer will essentially run the operational flow of the HR Business Partnerships Team, therefore will need to be very organised and able to effectively plan around multiple and competing priorities. Given the nature and pace of the role, we are seeking a great communicator who has the ability to quickly build and maintain trusted relationships.

If you have a passion for all things HR and you are ready to be part of a dynamic and multi-faceted team then we are ready to read your two-page pitch.

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

Eligibility/Other Requirements: Desirable relevant tertiary qualifications or experience in a similar role would be advantageous.

Notes: This is a temporary position available immediately for up to 12 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please provide a two-page pitch outlining your experience and abilities against the selection criteria outlined in the position description; and your curriculum vitae with two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Justine Fisher (02) 6207 8855 Justine.Fisher@act.gov.au

System, Policy and Reform

Strategic Policy

Education Strategy Fund

Assistant Director

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 48136)

Gazetted: 13 January 2021

Closing Date: 20 January 2021

Details: The Assistant Director reports to the Director, Intergovernmental Relations and works within the Strategic Policy Branch.

The Assistant Director is responsible for managing the Directorate's day-to-day participation in intergovernmental forums including the Education Ministers Meeting and the Australian Education Senior Officials Committee, providing advice and support across the organisation on intergovernmental matters, and ensuring relevant deadlines are met in a timely manner with a high degree of rigour.

The ideal candidate will have excellent interpersonal and communication skills, with the ability to work under pressure, be adaptive to change and achieve deadlines in an environment of competing priorities. The position requires a high degree of professionalism and integrity. Relevant skills include attention to detail, the ability to build constructive and respectful relationships at all levels of the organisation, the ability to quickly understand complex policy material and correspondence, and the ability to represent the Directorate in high level forums where required.

Note: 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. This position may require the successful candidate to work a combination of office hours and time working from home. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated for this role.

How to Apply: Please submit a current curriculum vitae and a written response of up to three pages. The response should address your Knowledge, Skills and Capabilities against the Selection Criteria listed in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Mahar (02) 6205 0494 Michael.Mahar@act.gov.au

School Improvement and Performance

Belconnen Network

Hawker College

Systems and Data Officer

Information Technology Officer Class 2 \$87,715 - \$100,388, Canberra (PN: 45085)

Gazetted: 12 January 2021

Closing Date: 28 January 2021

Details: Hawker College offers a dynamic, inspiring and nurturing learning community dedicated to supporting students to achieve their individual potential. Responding to changing educational/training needs is a priority.

We are looking for an innovative, hardworking individual to fill the role of Systems & Data Officer at the college. The successful candidate would maintain and run college IT services and systems at the highest levels, providing system support and training to staff and students.

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:

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

Completion, or near completion of an associate diploma or higher qualification in computing/information science or significant relevant work experience (two or more years).

A strong understanding, and work history in administering Sentral and Maze

Current valid driver's licence

Notes: This is a temporary position starting early February 2021 up until January 2022 with the possibility of permanency. Daily hours for this position are from 08:30am to 4:51pm Monday to Friday.

How to Apply: Please provide your curriculum vitae and response to each of the Selection Criteria, with a maximum of 450 words per criteria, and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andy Mison (02) 6142 0355 Andy.Mison@ed.act.edu.au

Business Services

Governance and Community Liaison

Risk, Security and Emergency Management

Security and Emergency Management Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 28747)

Gazetted: 12 January 2021

Closing Date: 21 January 2021

Details: The Risk, Security and Emergency Management team provides specialist risk, security, emergency management, business continuity and insurance advice and management to schools and the Education Support Office. As a security and emergency management officer, your role is key in supporting the delivery of the Directorate's protective security, emergency management and business continuity capability. You will contribute to the Directorate's strategic policy, emergency management preparedness and operational response to critical incidents. To be a successful applicant you will be able to work with a small team, have sound judgement with demonstrated experience in emergency management planning or protective security. The ability to think critically, conduct high level research and analysis; strong administration skills and prepare detailed meeting papers, Ministerial briefs and reports are essential requirements for the position.

Eligibility/Other requirements:

Successful completion of training for the Australasian Inter-Service Incident Management System; and registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* and a Negative Vetting 1 National Security Clearance are required to be maintained to occupy this position.

Qualifications or experience in the areas of emergency management or protective security fields will be highly regarded.

Note: The position may be assessed on application and referee reports. 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. If interviews are conducted a written exercise may be conducted at the time of interview. This is a Security Assessed Position. Applicants that have a Negative Vetting 1 National Security Clearance may be preferred. The position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: In addition to your curriculum vitae, please provide a paragraph against each of the seven criteria in the What You Require section detailed in the Position Description. You are encouraged to discuss the role with the

contact officer. Suitability for this position will be assessed on your demonstrated skills, experience and knowledge in relation to the duties/responsibilities listed in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jayne Hines (02) 6207 1974 Jayne.Hines@act.gov.au

School Improvement

Tuggeranong Network

Wanniassa School

Industrial Technology and Design (Woodwork/Metalwork) Teacher

Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 06601)

Gazetted: 13 January 2021

Closing Date: 27 January 2021

Details: Wanniassa School is seeking a permanent Industrial Technology and Design Teacher to join our high school campus team. This position requires innovative and engaging pedagogy to teach Design and Technology (woodwork and metal work with IT being highly desirable) to a Year 10 Level. The successful applicant will work in a highly supportive teaching environment and have access to Trade Training Centre equipment for both woodwork and metalwork.

Your skills and experience

Qualifications and/or significant experience in teaching Technology (Woodwork/Metalwork).

A background in VET or a willingness to complete a Certificate 4 in Training and Assessment would be highly desirable.

Demonstrated ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.

Proven capacity to work as part of a team and the ability to use own initiative and to work independently.

Consistently model and demonstrate the [ACT Government Respect, Equity and Diversity Framework](#) and lead safe work practices that are in accordance with [Cultural Integrity](#) and the [Directorate's Work Health and Safety](#) policies, procedures and roles and responsibilities.

Requirements for employment

A minimum of 4 years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification

To be eligible for Professional Teacher registration with the ACT Teacher Quality Institute prior to commencing employment

Current Working with Vulnerable People registration

Australian citizenship and/or permanent residency status

You are invited to apply now even if you are not currently eligible, noting that you must meet all the above requirements before commencing in a teaching position.

Further information

Please visit Wanniassa School's website for further information <http://www.wans.act.edu.au/>

For further information about our Directorate and the ACT Public School system visit our website at www.education.act.gov.au/home

For more information regarding this position please contact Stefan Latham email: Stefan.Latham@ed.act.edu.au or phone: 614 21871.

How to Apply: Applicants are to provide a curriculum vitae and a two page statement of claims based on the Australian Professional Standards for Teachers.

Applications should be submitted via the Apply Now button

Contact Officer: Stefan Latham (02) 6142 1870 Stefan.Latham@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.

Office for Schools

South Weston Network

Charles Weston School Coombs

Finance and Facilities Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 46524)

Gazetted: 12 January 2021

Closing Date: 26 January 2021

Details: Are you looking for a varied and rewarding role in a dynamic setting? What better place to work than one of our ACT public schools where you can play an active role in ensuring we are an education community providing an environment where students love to learn.

Charles Weston School Coombs is located in the rapidly expanding Molonglo Valley. Our enrolment area includes Coombs, Wright and Denman Prospect. At the commencement of 2021 we have 600 students enrolled across 27 classes from preschool to year 6 and our staff comprises of approximately 40 teaching staff and 15 support staff. The school is an inclusive education setting with students and staff of all abilities and cultural backgrounds welcomed and supported. With many of our students and families from multilingual backgrounds and as an International Baccalaureate PYP candidate school, we encourage, support and embrace the diversity of our school community.

We value and encourage community engagement and connections both within our immediate school community and within the broader Molonglo Valley. As part of these connections, our school facilities are regularly used by community groups.

An opportunity exists to join the support staff team at Charles Weston School in the Finance and Facilities Officer role. This position actively contributes to the school business operations and provides high level support to the Business Manager in the management of the school's financial and front office systems, ensuring compliance with relevant legislation and policies. Your finance qualification or relevant experience will be well utilised.

The Finance and Facilities Officer works collaboratively with the Building Services Officer to manage the maintenance of the school facilities to ensure the school is a safe, happy and positive environment where students love to learn. Excellent communication and customer service skills will be essential to liaise and communicate with the school community, students, staff, directorate personnel and other stakeholders. Responsibility for leading, mentoring and managing the Building Services Officer of the school falls within the expectations of this role.

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

Desirable: A First Aid Certificate or a willingness to undertake appropriate training.

Financial qualification or relevant experience (SAS Finance/Xero).

Work Health Safety training.

Note: This is a temporary position available from January 2021 up until 26 January 2022 with the possibility of permanency.

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees before the closing date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jemma Robbins (02) 6142 0404 jemma.robbins@ed.act.edu.au

Service Design and Delivery

Student Engagement

Disability Education

Director Inclusive Education

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 33861)

Gazetted: 11 January 2021

Closing Date: 3 February 2021

Details: An opportunity exists within the Directorate's Inclusion team for a Director, Inclusive Education (Senior Officer Grade B classification). If you are passionate about leading a team to support students, families and schools create inclusive environments for students with disability then this position may be right for you.

The position requires someone who can demonstrate strong communication and engagement skills as you will be the main contact person for schools, families, support services and the Directorate in relation to supporting

students with disability. The person must be able to work collaboratively across different areas and have a strong understanding of learning differentiation and supporting inclusion in a school setting.

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

Eligibility/Other Requirements: Previous experience working in an ACT Government school setting and relevant tertiary qualifications in Education or Human Services are highly desirable.

Note: This is a temporary position available for 12 months with the possibility of extension or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is based in the ACT and relocation expenses can be reimbursed, in accordance with the workplace agreement.

How to Apply: Please provide an up to date curriculum vitae, details of two referees (preferably a current manager) and a written response to the Selection Criteria (maximum four pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan SDDRecruitment@act.gov.au

Service Design and Delivery

Digital Strategy Services and Transformation

Service Centre Support Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 36527)

Gazetted: 11 January 2021

Closing Date: 25 January 2021

Details: Digital Strategy, Services and Transformation (DSST) provides services to the Directorate in identifying, developing and managing appropriate information and technical resources for corporate and school staff as well as students. This includes managing and providing advice and business and technical support on Teaching and Learning systems, Business and Administration systems, ICT programs and relevant policies and procedures. Our ideal candidate has experience in providing administrative and ICT support in a busy corporate environment. The ability to deliver excellent customer service and provide day to day support across the team is critical to this role. You will have excellent organisational skills and enjoy helping others. You will be familiar with providing first point of contact support to customers, as well as responding professionally and efficiently to general enquiries. You will be flexible, motivated and capable of prioritising your work. Having the ability to form productive working relationships with colleagues and stakeholders should be a core professional strength. Our ideal candidate will take ownership of their work and demonstrated the ability to work productively as part of a team.

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

Note: This is a temporary position available for 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: In two pages or less tell us:

How your skills align to this role.

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

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

Please also provide a current curriculum vitae along with 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. Referees will not be contacted without your knowledge.

Applications should be submitted via the Apply Now button below.

Contact Officer: Zoe McMahon (02) 6205 5489 zoe.mcmahon@act.gov.au

System Policy and Reform

Strategic Policy

Future of Education

Senior Director - Inclusive Education Reform

Senior Officer Grade A \$151,002, Canberra (PN: 36738)

Gazetted: 11 January 2021

Closing Date: 25 January 2021

Details: The Strategic Policy branch of the ACT Education Directorate are seeking a Senior Director to lead the Inclusive Education Reform project. In this role, you will:

Lead a strategic reform program to build a shared vision for inclusive education for students with disabilities and a roadmap to guide reforms in key areas, such as funding, education settings, workforce capability, and teaching and learning practice.

Collaborate with cross directorate partners to oversee the project planning and ongoing monitoring of the reform program.

Design and deliver targeted stakeholder and community engagement activities to inform the reform program.

Prepare and review comprehensive reports and advice for government and executive audiences, including policy and legislative analysis.

Represent the Directorate in senior forums and liaise with external partners and stakeholders if required.

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.

Desirable: Experience in strategic reform programs and change management processes

Understanding of the ACT Education Directorate and inclusive education practice

Note: This is a temporary position available immediately until 30 June 2021 with the possibility of extension and/or permanency. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. This position may require attendance at multiple worksites during the completion of a new Government Office Block in Civic. Alternate sites include HBCTL in Stirling and Nature Conservation House in Belconnen.

It will also include a significant amount of home-based work while the transition is finalised.

How to Apply: Applicants are asked to please provide your current curriculum vitae, the contact details of at least two referees and a response to the Selection Criteria located in the Position Description of no more than three pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Moore (02) 6205 4999 Nicole.Moore@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

Environment, Planning and Sustainable Development Directorate

Environment

Parks and Conservation Service

National Parks and Catchments - Bushfire Recovery Implementation

Senior Project Officer

Technical Officer Level 3 \$75,985 - \$85,873, Canberra (PN: 50062)

Gazetted: 13 January 2021

Closing Date: 27 January 2021

Details: The 2019 Orroral Fire burnt 80% of Namadgi National Park in the ACT as well as a significant area of Tidbinbilla Nature Reserve and surrounding rural lands. An exciting opportunity exists to become part of a small

team coordinating the ACT Government's recovery program and associated actions. The role will be primarily focussed on assisting with the coordination and delivery of a range of visitor infrastructure projects such as walking trails, signage and construction works. In addition, you may be asked to assist with other bushfire recovery related tasks when required. You will work closely with rangers, field officers and contracted professionals to deliver a significant package of works across Namadgi National Park. Your work will help to shape the future of visitor infrastructure and experiences in Namadgi for many years to come.

Eligibility/Other requirements:

Mandatory: 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.

Ability to work alone in remote locations.

Possess a manual drivers' licence.

Be prepared to wear a uniform.

Highly Desirable:

Relevant qualifications and experience in environmental and/or natural resource management.

Ability to use ArcGIS and in-field mapping technology.

Moderate level of fitness.

Chainsaw (cross cut) qualification.

4wd vehicle operations.

Notes: This is a temporary position available from 27 March 2021 until 31 March 2022 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 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: James Overall (02) 6205 2023 James.Overall@act.gov.au

Climate Change and Sustainability

Community Leadership

Project Support Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50331)

Gazetted: 13 January 2021

Closing Date: 29 January 2021

Details: Do you want to play a central role in the ACT's world-leading climate change response? Are you an energetic person who has proven skills in building effective partnerships? Do you have experience in creating impact through appropriately tailoring digital tools and resources to support stakeholders in reducing emissions?

The Directorate is seeking a Project Officer to fill a position in the Community Leadership Team of the Climate Change and Sustainability Division. This team works with key stakeholders in the ACT community to build strong partnerships to drive innovation in emissions reduction and climate resilience.

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

Eligibility/Other Requirements:

Current Drivers Licence.

Experience in marketing digital assets to different groups and/or sectors (e.g. households, businesses, etc)

Notes: this position is within a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. The successful candidate will be asked to work in the Dickson office building two days per week and remotely (from home) three days per week. This structure may change in future. Some weekend and after hours work will be required.

How to Apply: If this position interests you, submit a maximum two page supporting statement addressing your suitability for the role, and a current curriculum vitae that includes details of two referees who have a thorough

knowledge of your work performance and outlook. The supporting statement should address the Selection Criteria in the attached Position Description demonstrating your skills and experience.

Applications should be submitted via the Apply Now button below.

Contact Officer: Miriam McMillan (02) 6205 3685 Miriam.McMillan@act.gov.au

Environment

Resilient Landscapes

Biosecurity and Rural Services

Rural Lands Recovery - Project Officer

Technical Officer Level 3 \$75,985 - \$85,873, Canberra (PN: 50059)

Gazetted: 11 January 2021

Closing Date: 18 January 2021

Details: We are seeking an individual to coordinate the implementation of the Namadgi (fire damaged) boundary fence replacement.

The successful applicant will have experience and well-developed skills in developing and implementing similar construction projects with reference to budget, project, contract and risk management and capacity to plan and deliver a large works program on time and on budget. The person will also have highly developed oral communication, representational and interpersonal skills, including negotiation and community liaison.

An understanding of Incident Control Systems (ICS) and experience in Incident Management Team (IMT) would also be desirable.

Eligibility/Other Requirements:

Mandatory: The successful applicant must have a current or must be able to obtain ACT Working with Vulnerable People (WWVP) Registration.

Possess a manual class C drivers' licence.

Highly Desirable: Relevant qualifications and experience in environmental and/or natural resource management. Have a rural background or experience in rural management.

Current forklift ticket.

Current medium rigid truck licence.

High level of fitness (bushwalking in steep terrain).

Understanding of Incident Control Systems (ICS) and experience in the control of an Incident Management Team (IMT).

Be prepared to wear a uniform.

Note: This is temporary position available for 12 months with the possibility of being extended for up to a further 12 months (no longer than 24 months). An order of merit may be established from this selection process and may be used to fill future similar vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please ensure you attach your written response against each criteria and your curriculum vitae. You may be asked to provide copies of your current qualifications and licences.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsten Tasker 0434827801 kirsten.tasker@act.gov.au

Planning Land and Building

Business Manager

Senior Officer Grade A \$151,002, Canberra (PN: 50339)

Gazetted: 07 January 2021

Closing Date: 21 January 2021

Details: The Planning Land and Building Division of the Environment Planning and Sustainable Development Directorate is looking for a highly organised and motivated individual for the role of Business Manager.

The successful candidate will collaborate with staff across the division to provide high level coordination and support to the Executive Group Manager in areas of finance, people, strategic business planning and risk management.

Eligibility/Other Requirements: Experience in another Government coordination role would be an advantage. An awareness of the ACT Government's activities and strategic direction in relation to the planning, land strategy, and building policy and regulation would be advantageous but is not essential.

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

How to Apply: A response of no more than two pages, addressing the Selection Criteria, together with a curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lesley Cameron (02) 6207 8495 Lesley.Cameron@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Custodial Operations

Correctional Officer

Correctional Officer Class 2 \$83,391 - \$89,329, Canberra (PN: 11328, several)

Gazetted: 08 January 2021

Closing Date: 22 January 2021

Details: ACT Corrective Services (ACTCS) is pleased to announce exceptional career opportunities for individuals interested in becoming Area Supervisors (Correctional Officer Class 2).

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 work flow. 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 effectively and efficiently manage staff and resources. You will also demonstrate a passion for people and a commitment to the promotion of a positive and rehabilitative culture and environment.

These positions are based in Canberra, ACT.

Eligibility and 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 Record check.

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

Note: 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.

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: Rebecca Hughes (02) 6207 9981 rebecca.j.hughes@act.gov.au

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

Emergency Services

Capability Coordination and Support

Fleet and Logistics

Assistant Director Fleet Projects

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50280)

Gazetted: 08 January 2021

Closing Date: 15 January 2021

Details: ACT Emergency Services Agency (ESA) is looking for a Manager who is comfortable with leading change, has a track record of implementing sustainable fleet initiatives and efficient delivery of project management services for complex fleet builds. This position provides significant senior leadership support in the delivery and implementation of ESA's key objectives.

The ESA is about improving community safety for Canberrans whilst the city expands and the population grows.

The Capability Support Co-ordination business unit is responsible for enabling the operational areas of ESA to better service the needs and expectations of the community allowing ESA to continue to deliver high safety outcomes for the ACT.

The ACT Emergency Services Agency, an agency within the Justice and Community Safety Directorate, is responsible for emergency management and related support arrangements in the Territory.

The Agency has four operational services;

ACT Ambulance Service (including SouthCare Aeromedical Rescue Service);

ACT Fire and Rescue;

ACT Rural Fire Service; and

ACT State Emergency Service

Applications are sought for the position of Associate Director Fleet Projects. A collaborative, solutions-focused leader with excellent administrative, communication and organisational skills is required.

The successful applicant will report directly to the Senior Director Manager, Fleet & Logistics and has responsibility for the leadership of small team responsible for the project management of complex fleet builds.

Eligibility/Other requirements:

A collaborative, solutions-focused Leader with excellent leadership, administrative, communication and organisational skills is required.

This position may require a pre-employment medical and registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

How to apply: If you're interested in the role, please send through a two page pitch with your curriculum vitae and contact details of at least two referees. The two page response should be written in the form of a pitch and should not specifically address the selection criteria, but indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your greatest achievement in the last five years and how it relates to this position and its duties; and outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Clinton McAlister (02) 6207 8404 Clinton.McAlister@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

Operational Support

Organisational Capability Unit

Director, Specialised Training and Management

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50261)

Gazetted: 07 January 2021

Closing Date: 21 January 2021

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Director, Specialised Training and Management (SOGB), in the Organisational Capability Unit.

The Director of Specialised Training and Management is primarily responsible for the strategic planning and management of the specialised training program, the organisation's Learning Management System and has accountability of the Registered Training Organisation (RTO) licence on behalf of the Commissioner.

In addition, you will collaborate with Division Heads to determine training needs and monitor outcomes to build capability relevant to contemporary correctional and corporate practices. You will also be responsible for maintaining quality assurance of training and professional development activities across ACTCS, in collaboration with the Recruit and Mandatory Training team.

Further to this, you will develop and execute workforce capability strategies including policy and procedure development, ensuring compliance and continuity with the appropriate governance and frameworks.

To be successful you will possess exceptional communication and interpersonal skills necessary to build rapport with a diverse range of stakeholders, in addition to demonstrating strong leadership and management qualities. You will also demonstrate an ability to develop and compose complex workplace documents.

Eligibility/Other Requirements:

Relevant tertiary qualifications in training and assessment, design and/or development are highly desirable.

The successful candidate will be required to undergo a National Police Check.

This position requires a pre-employment medical

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

Driver's licence is essential.

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 their driver's licence. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine King (02) 6205 5166 catherine.king@act.gov.au

ACT Emergency Services Agency

Communications Centre

Emergency Communications Officer

Technical Officer Level 1 \$60,130 - \$63,043, Canberra (PN: 50267, several)

Gazetted: 08 January 2021

Closing Date: 22 January 2021

Details: Do you have experience in a fast paced, time critical communications environment? Are you willing to work a day and night shift roster? ACT Emergency Services Agency is looking for energetic and resilient individuals to provide 24/7 emergency and non-emergency response services that support our community.

The Emergency 000 Communications Officers will provide a calm and supportive service, initially in relation to fire and emergency service response to requests for assistance.

The Agency is committed to ensuring we service our ACT community using best practice in all communications related to requests for response during times of distress. If you have a commitment to servicing the community, are resilient and able to work rostered shifts we would love to hear from you.

Your ability to communicate and engage with members of the public, operational Fire and Rescue staff and stakeholders will be excellent.

Due to the sensitive nature of the role, suitable applicants will be required to successfully complete psychometric testing to determine progression through the recruitment process. Emergency Communications Officers will participate in regular (bi-annual) wellbeing checks throughout their employment.

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

Eligibility/Other Requirements: Experience within an operational emergency response environment such as urban fire would be an advantage.

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

How to Apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your tailored curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Bremers 0405 929 042 david.bremers@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

Light Rail

Construction Surveillance Officer

Infrastructure Officer 4 \$131,141 - \$148,993, Canberra (PN: 40936)

Gazetted: 13 January 2021

Closing Date: 20 January 2021

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!

Major Projects Canberra (MPC) is responsible for the planning and delivery of light rail services to the people of Canberra.

Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The position is a key role within the Light Rail project team and is part of the Construction Branch. The Construction Branch is responsible for coordination and management of the various Construction interfaces associated with the Design and Delivery of the project.

The Surveillance Officer will report to the Construction Manager and is also required to liaise closely with staff and project advisors across the Agency, Project Co, Independent Certifier, National Capital Authority, Technical Advisor/s and within the ACT Government as necessary.

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:

Required: 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.

Highly Desirable: Experience in the delivery of transportation assets and infrastructure within an urban environment.

Relevant qualifications or equivalent experience in Construction.

Knowledge of the ACT Government environment, including understanding of legislation as it applies to this project, particularly WHS.

Current Drivers licence.

Good working knowledge of WHS requirements in construction.

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

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 your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural Capabilities outlined in the attached Position Description. Please also submit 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: Ashley Cahif (02) 6205 1212 Ashley.Cahif@act.gov.au

Project Development and Support

Contracts and Prequalification

Prequalification Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 14547)

Gazetted: 13 January 2021

Closing Date: 27 January 2021

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 Contracts and Prequalification Unit is part of the Project Management Office Branch within the Project Development and Support Division. The position is within the Prequalification team.

The ACT Government has operated a Prequalification Scheme for construction suppliers since 1993.

Prequalification may be a condition of participating in a Procurement Process conducted by the ACT Government.

The Prequalification Team administers eight prequalification schemes for the construction industry. This includes the National Prequalification Schemes for Civil, Road and Bridge and Construction, Non-Residential >\$50m.

The Team maintains all Prequalification records and databases and publishes lists of Prequalified Contractors on the Major Projects Canberra website on a monthly basis.

The Prequalification Officer position is part of a small team. The position reports directly to a Director and ultimately to the Senior Director, Contracts and Prequalification. The primary duties of this position will be to assess renewal and new prequalification applications with a strong focus to also maintain the database of applications and Prequalified Contractors.

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 and experience, and a background in the construction industry or related fields is desirable.

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

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 your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural Capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Noel Bradfield (02) 6207 7154 Noel.Bradfield@act.gov.au

Infrastructure Delivery Partners

Executive Office

Executive Assistant

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 01937)

Gazetted: 11 January 2021

Closing Date: 18 January 2021

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 office of the Executive Group Manager, Infrastructure Delivery Partners / ACT Chief Engineer provides strong leadership to ensure that Infrastructure Delivery Partners is a customer focused, responsive and innovative organisation that can be relied upon. The Executive Group Manager, Infrastructure Delivery Partners reports to the Chief Project Officer, Major Projects Canberra and is also accountable to the Head of Service while leading an executive team.

The Executive Assistant is responsible for providing high-level executive and administrative support to the Executive Group Manager, Infrastructure Delivery Partners/ACT Chief Engineer. Working closely, under limited supervision, with the Executive Officer and Group's Executive Branch Managers, the Executive Assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare correspondence as required and manage the diary of the EGM (and other Senior Executives as required) including appointment bookings, meetings and prepare travel arrangements for the broader team. In addition to that, the Executive Assistant will provide administrative support in preparing meeting agendas and minutes, reports, briefs as well as facilitation of ministerial correspondence.

The role requires an ability to prioritise while supporting a diverse team with variable requirements. A high level of independence and impartiality is also important.

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

Eligibility/Other requirements:

Previous experience in the executive assistant space would be an advantage.

Notes: This is a temporary position available immediately for three 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: 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 your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities outlined in the attached Position Description. Please also submit a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shonade Ceccato (02) 6207 2371 Shonade.Ceccato@act.gov.au

Light Rail

Stakeholder Interface Project Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 45764)

Gazetted: 07 January 2021

Closing Date: 21 January 2021

Details: Are you our new Stakeholder Interface Project Officer?

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!

Major Projects Canberra (MPC) is responsible for the planning and delivery of light rail services to the people of Canberra.

Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The key responsibility in providing the Services, and performing the role of Stakeholder Interface Project Officer, is to assist the Stakeholder Interface Team manage the stakeholder interface issues on the Project.

The Stakeholder Interface Project Officer will, in providing the Services, provide technical support for critical engagements with key stakeholders including ACT Government agencies, Commonwealth Government agencies, other organisations, adjacent projects and developments near the Light Rail Project and with technical and other service providers.

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

Eligibility/Other requirements:

Desirable: Tertiary qualifications in Urban and Regional Planning or similar

Experience in a project related environment

Proven efficiency in the use of various standard computer applications

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. 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 your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashley Cahif (02) 6205 1212 Ashley.Cahif@act.gov.au

Suburban Land Agency

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

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

Built Form and Divestment

Affordable Housing

Director, Affordable Housing

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50176)

Gazetted: 12 January 2021

Closing Date: 4 February 2021

Details: The Built Form Unit is responsible for delivering built form projects on behalf of the Agency, including built form deliverables located in greenfield and urban renewal areas, such as demonstration housing and display villages. It is also responsible for implementing and reporting on affordable, public and community housing targets for the Suburban Land Agency. This includes administering the ACT Government's Affordable Home Purchase Scheme. The Built Form Unit aims to demonstrate leadership in design and construction, and to showcase innovation in housing and the urban built environment.

The Affordable Housing team is seeking someone who will:

Provide high quality advice and analysis to the Suburban Land Agency Executive and Board about options, challenges and solutions relating to affordable, public and community housing in a changing environment

Prepare proposals for affordable, public and community housing to ensure effective Suburban Land Agency implementation of actions and objectives outlined in the *2018 ACT Housing Strategy*

Oversee the Suburban Land Agency's implementation of the Affordable Home Purchase Scheme
Oversee monitoring and reporting for the Suburban Land Agency and to the Environment, Planning and Sustainable Development Directorate on affordable, community and public housing targets, including contributing to regular reporting to Ministers and the Suburban Land Agency Executive and Board and preparing documents such as Question Time Briefs, Questions on Notice, Estimates and Annual Report Hearings Briefs and Annual Report input

Plus, many more exciting opportunities to be enthralled in all things Affordable Housing

Eligibility/Other Requirements:

Qualifications or experience relating to affordable and/or social housing is highly desirable.

How to Apply: Please submit a supporting statement of no more than two pages outlining experience and/or ability outlined in the attached Position Description. Contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Annie de la Rue (02) 6205 2137 Annie.delaRue@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

ACT NOWaste

Waste Policy

Director Waste Policy

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 35571)

Gazetted: 13 January 2021

Closing Date: 27 January 2021

Details: At ACT NoWaste we deliver an ambitious agenda for the ACT community and lead the implementation of sustainable waste management for the Territory. We support Canberrans in their efforts to avoid waste, seeking to maximise resource recovery and minimise waste to landfill. We strive to embody excellence, innovation and best practice in all that we do, focused on delivering outcomes under the *Waste Management and Resource Recovery Act 2016* and the *Waste Management Strategy 2011-2025*.

Crucial to this agenda is the work of the Waste Policy team, which undertakes policy development, regulatory reform, project management, and industry development and support. The Waste Policy team also represents and advocates for the ACT at the Local, State and National level and examines issues and opportunities such as the circular economy, phasing out single-use plastics, packaging reduction targets and exploring options to improve resource recovery of challenging waste streams.

The Waste Policy team is looking for a passionate and highly motivated individual with experience in waste management and resource recovery to lead our policy team. Join us in our drive to deliver high quality outcomes for the Canberra community.

Eligibility/Other Requirements:

A driver's licence class C is highly desirable.

A demonstrated understanding of and hands-on experience in a relevant policy domain (e.g. environment, waste or climate change) and international, national, state or local government experience is highly desirable.

Relevant tertiary qualifications (such as law, innovation, policy, project management) or other qualifications and technical experience deemed equivalent are highly desirable.

Note: This is a temporary position available until 30 August 2021 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Harrington (02) 6205 4878 katherine.harrington@act.gov.au

Transport Canberra and Business Services

Bus Operations

Assistant Director Bus Operations

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 35980)

Gazetted: 13 January 2021

Closing Date: 20 January 2021

Details: Transport Canberra is seeking an experienced individual who likes working in a fast-paced environment to assist the Bus Operations branch to achieve organisational outcomes.

The Assistant Director Bus Operations will have well-developed organisation, prioritisation and problem-solving skills to implement governance and business processes to deliver business critical operational tasks, these include coordinating and drafting internal and external reporting, planning, governance, audit and performance obligations. The Assistant Director Bus Operations will identify business improvements and build strong working relationships within the business and across the Directorate.

The successful candidate will have well-developed communication and interpersonal skills and able to collaborate and work closely with key personnel in the Bus Operations branch, Transport Canberra and the Directorate. The position will have direct working interfaces with the operational and corporate areas of Transport Canberra.

The successful candidate for this position will have:

Highly-developed written and verbal communication skills

Well-developed management, organisational and problem-solving skills, and are able to manage competing priorities

Demonstrated experience in leading the delivery of projects within an operational environment.

The ability to consistently model and demonstrate the behaviours and values identified in the ACT.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. Government Respect, Equity and Diversity (RED) Framework. Current and former ADF members are encouraged to apply.

Eligibility/Other Requirements: Project management experience and 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. This position is situated in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: To apply please submit your resume and a two-page Expression of Interest addressing the points identified in the 'What you Require' section of the position description.

Applications should be submitted via the Apply Now button below

Contact Officer: Ian McGlinn (02) 6207 8000 Ian.McGlinn@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

Assistant Director Investigations

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 49509)

Gazetted: 12 January 2021

Closing Date: 2 February 2021

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 have the ability to 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 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 will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Previous applicants need not reapply.

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.

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: Sean Sloan (02) 6205 8291 sean.sloan@act.gov.au

Transport Canberra and Business Services

Light Rail Operations

Director Light Rail Operations and Performance

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: A02412)

Gazetted: 12 January 2021

Closing Date: 4 February 2021

Details: Transport Canberra is seeking an experienced individual who likes working in a fast-paced environment to join the Light Rail Operations Branch.

The Light Rail Operations Branch oversees the successful operation of light rail by our contracted partner, Canberra Metro, and ensuring that the responsibilities of both the Territory and Canberra Metro, under a Public Private Partnership (PPP) agreement, are achieved.

The Director Light Rail Operations and Performance is responsible for leading operational and performance management and assurance of Canberra Metro's performance and delivery under the PPP Project Agreement. The Director Light Rail Operations and Performance provides advice and reporting on operational and performance of light rail operations and will prepare complex written briefs, advisory notes, presentations, correspondences, performance analysis and documentation.

The successful candidate will have:

Extensive experience in service level planning.

Highly developed communication and interpersonal skills.

Well-developed judgement and great problem-solving skills.

The ability to consistently model and demonstrate the behaviours and values identified in the ACT Government Respect, Equity and Diversity (RED) Framework.

Rail operations knowledge in a complex operational/contractual environment, and an understanding of the complexity of managing outsourced operations in Public Private Partnerships or partnering arrangements with performance-based/outcomes-based contracting is highly desirable.

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

Eligibility/Other Requirements: This position requires a pre-employment Rail Worker Health Assessment Category. The incumbent in this position may be required to participate in drug and/or alcohol testing in accordance with Rail Safety National Law as part of Canberra Metro's safety requirements. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

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

How to Apply: Please submit your curriculum vitae and a two-page Expression of Interest addressing the points identified in the 'What you Require' section of the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jo Dawson (02) 6205 4487 jo.dawson@act.gov.au

City Services
ACT NOWaste
Waste Policy
Policy Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 50048)

Gazetted: 13 January 2021

Closing Date: 27 January 2021

Details: Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends and community. 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.

Additionally, ACT NoWaste manages the provision of waste strategy, planning and policy advice and is charged with the implementation and delivery of waste management regulatory functions. The role assists in managing public policy projects to support the delivery of the Territory's waste management agenda, for example implementing the *Waste Management and Resource Recovery Act 2016* and *Waste Feasibility Study* recommendations.

The Policy Officer will carry out a wide range of duties that directly and critically support the broader work of the Branch. The role assists with the development and drafting of waste policy documents, including leading specific projects; undertaking research and conducting policy analysis using a range of data sources; preparing Ministerial briefings, parliamentary business and correspondence; providing support to business processes, including general administrative duties, word processing, maintaining record keeping systems, preparing agendas, coordinating events and meetings, and taking minutes; and assisting in representing the directorate in communication, consultation and liaison with ACT and Commonwealth government agencies, national forums, community groups and the general public.

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

Note: This is a temporary position available immediately for a period of six months with the possibility of permanency. This position will be located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Callum Blake (02) 6205 9763 callum.blake@act.gov.au

Chief Operating Officer
Safety and Wellbeing
Safety and Wellbeing Advisor

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 09875)

Gazetted: 12 January 2021

Closing Date: 26 January 2021

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

About the Position

The Division: The Chief Operating Officer (COO) provides essential internal services to the Directorate to enable line areas to deliver great services, look after our staff, implement the necessary governance arrangements, and provides People and Capability services.

The Branch: The Safety & Wellbeing Branch sits within COO and is responsible for protecting and improving the safety and wellbeing of everyone within TCCS. The Safety and Wellbeing Branch is responsible for the TCCS Work Health and Safety Management System (SafetyNet). The Safety and Wellbeing Branch is working towards building a workforce that is mindful of and committed to safety.

About the Position: The Safety and Wellbeing Advisor is required to work individually and as part of a team to assist in the development and implementation of targeted and systematic health and safety initiatives and proactive programs that promote health and wellbeing.

The Safety and Wellbeing Advisor will support the TCCS Safety Management System and work with TCCS Business Units and Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on matters relating to staff Safety and wellbeing matters.

Primary Duties and Responsibilities

The primary responsibilities for this position are to:

Develop and implement work health and safety (WHS) initiatives.

Maintain positive and proactive partnerships with managers, health and safety advisors and representatives, workers and Chief Minister, Treasury and Economic Development Directorate (CMTEDD) colleagues, focused on improving safety outcomes.

Assist managers and workers to understand and comply with work health and safety obligations and work with management to clearly articulate and embed these accountabilities in all facets of the business.

Provide advice and support on work health and safety issues and make practical and sustainable recommendations.

Promote incident prevention and a positive safety culture.

Assist managers, health and safety colleagues and health and safety representatives with incident investigations and ensure that corrective actions are implemented.

Eligibility/Other requirements:

Minimum Certificate IV in Workplace Health and Safety is highly desirable

Certificate IV in Training & Assessment (TAE) and/or qualification/experience in WHS auditing are desirable.

Current Drivers Licence.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura Burton (02) 6207 6279 Laura.Burton@act.gov.au

Transport Canberra and Business Services

Bus Operations

Executive Assistant

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: A11763)

Gazetted: 12 January 2021

Closing Date: 19 January 2021

Details: Transport Canberra is seeking a highly experienced Executive Assistant to provide high-level executive and administrative support to the Executive Branch Manager Bus Operations and to the Executive Branch Manager Light Rail Operations within Transport Canberra.

Working closely with both Executive Branch Managers, the Executive Assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare correspondence as required and manage the

diary of both the Executive Branch Managers including appointment bookings, meetings as well as assist with all meeting preparation (such as relevant papers, minutes etc.)

The Executive Assistant will provide administrative support in preparing meeting agendas, reports, briefs as well as facilitation of ministerial correspondence and other administrative tasks as required.

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.

Notes: This is a temporary position available for six months with the possibility of extension up to 12 months. This position is situated in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Current and former ADF members are encouraged to apply.

How to Apply: Please submit your curriculum vitae and a two-page response to the selection Criteria identified in the attached Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian McGlinn (02) 6207 8000 Ian.McGlinn@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.

Transport Canberra and Business Services

Planning and Delivery

Strategy, Planning and Policy

Policy Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 39765)

Gazetted: 11 January 2021

Closing Date: 25 January 2021

Details: Transport Canberra is seeking an experienced Policy Officer to research, draft and provide high-quality policy advice on public transport strategic and operational policy on a range of linked projects and activities occurring across Transport Canberra to deliver organisational outcomes. The Policy Officer will play an active role in the creation, maintenance, monitoring, education and implementation of operational policies, advice to senior management and executive groups on the policy and procedural related matters via risk and quality-based approach to the business activities, as well as analysis and investigation of public transport planning and policy matters. The position will have direct working interfaces with the operational and corporate areas of Transport Canberra.

The Policy Officer will also be responsible for drafting and consulting on operational policies ensuring that legislative, regulatory and strategic requirements are incorporated, and providing support to the management and oversight of policy and risk management business processes across the Transport Canberra business.

The successful candidate for this position will have:

Highly-developed written and verbal communication skills

Well-developed research and analytical skills

Well-developed management, organisational and problem-solving skills, and are able to manage competing priorities

Knowledge of operational and strategic public transport policy and/or a relevant discipline

The ability to consistently model and demonstrate the behaviours and values identified in the ACT Government Respect, Equity and Diversity (RED) Framework

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

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

How to Apply: Please submit your curriculum vitae and a two-page Expression of Interest addressing the points identified in the 'What you Require' section of the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Barnett (02) 6207 0166 vanessa.barnett@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.

APPOINTMENTS

ACT Health

Administrative Services Officer Class 2 \$58,230 - \$64,299

Wanting Liu, Section 68(1), 11 January 2021

Senior Officer Grade C \$110,397 - \$118,832

Leah Mathews, Section 68(1), 11 January 2021

Canberra Health Services

Health Professional Level 2/3 \$67,892 - \$101,033 (up to \$106,044 on achieving a personal upgrade)

Stephanie Fournier: 87170693, Section 68 (1), 11/01/2021

Health Professional Level 2 \$67,892 - \$93,203

Kelly Arundel, Section 68(1), 7 January 2021

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

Rashmi Bhattarai, Section 68(1), 21 January 2021

Administrative Services Officer Class 2/3 \$58,230 - \$71,004

Gabriella Brkic, Section 68(1), 4 January 2021

Health Service Officer Level 3 \$53,168 - \$54,896 (Retention Point CHS Only \$54,989)

Aleksandra Dudak, Section 68(1), 5 January 2021

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

Ruby Giles- Byrne, Section 68(1), 18 February 2021

Administrative Services Officer Class 5 \$81,407 - \$86,168

Narelle Griffiths, Section 68(1), 8 January 2021

Pharmacist Level 2/3 \$80,531 - \$110,536 (up to \$113,425 on achieving personal upgrade)

Leakhena Hang, Section 68(1), 11 January 2021

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

Sisy Jacob, Section 68(1), 21 January 2021

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

Pamela Kabadanis, Section 68(1), 8 February 2021

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

Sehajpreet Khan, Section 68(1), 21 January 2021

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

Mamita Kila, Section 68(1), 31 December 2020

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

Talissa Lawler, Section 68(1), 29 January 2021

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)

Charlotte Manning, Section 68(1), 4 February 2021

Health Professional Level 2 \$67,892 - \$93,203

Sarah Manzano, Section 68(1), 14 January 2021

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

Walaa Mata, Section 68(1), 25 February 2021

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

Cielo Orbista, Section 68(1), 8 February 2021

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

Marvelous Owusu, Section 68(1), 12 January 2021

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

Kesia Philip, Section 68(1), 7 January 2021

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

Jincy Philo Joseph, Section 68(1), 25 January 2021

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

Samantha Pritchard, Section 68(1), 8 February 2021

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

Nicole Smorhun, Section 68(1), 8 February 2021

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

Julia Smythe, Section 68(1), 5 January 2021

Senior Officer Grade C \$110,397 - \$118,832

Kireet Taneja, Section 68(1), 28 January 2021

Health Professional Level 2 \$67,892 - \$93,203

Maia Zucco, Section 68(1), 30 January 2021

Chief Minister, Treasury and Economic Development

Infrastructure Officer 1 \$72,803 - \$86,020

Hope Jones, Section 68(1), 11 January 2021

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

Rebecca Sullivan, Section 68(1), 11 January 2021

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

Christian Wheeler, Section 68(1), 14 January 2021

Community Services

Child and Youth Protection Professional Level 3 \$102,353 - \$107,566 (up to \$112,639 on achieving a personal upgrade)

Marianne Hettiarachchi, Section 68(1), 11 January 2021

Administrative Services Officer Class 6 \$87,715 - \$100,388

Salesi Tuli, Section 68(1), 6 January 2021

Education

Building Service Officer 2 \$60,382 - \$63,127

Ryan Bobbin, Section 68(1), 16 January 2021

Administrative Services Officer Class 5 \$81,407 - \$86,168

Fanny Amanda Peralta Arenas, Section 68(1), 11 January 2021

Environment, Planning and Sustainable Development

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

Margot Andrew, Section 68(1), 7 January 2021

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

Dianne Gordon, Section 68(1), 11 January 2021

Justice and Community Safety

Senior Officer Grade A \$151,002

Natalie Adams, Section 68(1), 11 January 2021

Administrative Services Officer Class 6 \$87,715 - \$100,388

Brian Carr, Section 68(1), 11 January 2021

Administrative Services Officer Class 6 \$87,715 - \$100,388

Lisabeth Spulak, Section 68(1), 18 January 2021

Suburban Land Agency

Senior Officer Grade C \$110,397 - \$118,832

Gabrielle Dinn, Section 68(1), 11 January 2021

Infrastructure Officer 3 \$110,651 - \$121,464

Simon Frowd, Section 68(1), 11 January 2021

Transport Canberra and City Services

General Service Officer Level 3/4 \$51,742 - \$56,505

Domenico Cerundolo, Section 68(1), 7 January 2021

General Service Officer Level 3/4 \$51,742 - \$56,505

Wayne Croft, Section 68(1), 7 January 2021

General Service Officer Level 5/6 \$57,359 - \$63,127

Hao Thi Dang, Section 68(1), 11 January 2021

General Service Officer Level 3/4 \$51,742 - \$56,505

Todd Duffey, Section 68(1), 7 January 2021

General Service Officer Level 3/4 \$51,742 - \$56,505

Tony Geier, Section 68(1), 7 January 2021

Infrastructure Officer 4 \$131,141 - \$148,993

Steven Hare, Section 68(1), 14 December 2020

General Service Officer Level 3/4 \$51,742 - \$56,505

Andrew Williams, Section 68(1), 7 January 2021

TRANSFERS

Canberra Health Services

Samiksha Adhikari

From: \$73,027 - \$98,311

Community Services

To: Health Professional Level 2 \$67,892 - \$93,203

Canberra Health Services, Canberra (PN. 29755) (Gazetted 17 September 2020)

James Chapman

From: \$122,360

Canberra Health Services

To: Registered Nurse Level 3.2 \$122,360

Canberra Health Services, Canberra (PN. 49112) (Gazetted 1 October 2020)

Erin Jolly

From: Registered Nurse Level 2 \$94,409

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 50326) (Gazetted 15 October 2020)

Richard Quinn

From: Registered Nurse Level 2 \$94,409

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 25917) (Gazetted 12 November 2020)

Justice and Community Safety

Hannah Cheney

From: Administrative Services Officer Class 6 \$87,715

Justice and Community Safety

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Justice and Community Safety, Canberra (PN. 36115) (Gazetted 24 November 2020)

Transport Canberra and City Services

Jessica Turk

From: Administrative Services Officer Class 6 \$87,715

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Transport Canberra and City Services, Canberra (PN. 39834, several) (Gazetted 24 November 2020)

PROMOTIONS

ACT Health

Digital Solutions Division

Future Capability and Governance

Digital Health Record Hub

Shalvin Chand

From: Administrative Services Officer Class 2/3 \$58,230 - \$71,004

Canberra Health Services

To: †Senior Officer Grade C \$110,397 - \$118,832

ACT Health, Canberra (PN. ADHR) (Gazetted 19 October 2020)

Canberra Health Services

Quality Safety Innovation and Improvement

Caitlin Dal Cortivo

From: Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)

Canberra Health Services

To: †Health Professional Level 4 \$110,397 - \$118,832

Canberra Health Services, Canberra (PN. 41419) (Gazetted 22 October 2020)

Danniele Hunter

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

Canberra Health Services

To: †Registered Nurse Level 3.2 \$122,360

Canberra Health Services, Canberra (PN. 25636) (Gazetted 9 November 2020)

Chief Operating Officer Clinical Services

Monica Hunter

From: Radiation Therapist Level 3.1 \$104,997 - \$108,428

Canberra Health Services

To: †Radiation Therapist Level 4.1 \$126,663 - \$130,853
Canberra Health Services, Canberra (PN. 12108) (Gazetted 12 November 2020)

Jovanco Naumovski

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

To: †Health Professional Level 4 \$108,926 - \$117,249
Canberra Health Services, Canberra (PN. 26295) (Gazetted 16 September 2020)

Chief Operating Officer Clinical Services

Cassandra Noble

From: Registered Nurse Level 2 \$94,409 - \$100,061
Canberra Health Services

To: †Registered Nurse Level 3.2 \$122,360
Canberra Health Services, Canberra (PN. 23979) (Gazetted 26 November 2020)

Louise Powley

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

To: Registered Nurse Level 1 \$67,984 - \$90,814
Canberra Health Services, Canberra (PN. 22511)

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

Jacqueline Pratt

From: Health Professional Level 4 \$108,926 - \$117,249
Canberra Health Services

To: †Health Professional Level 5 \$128,286 - \$144,418
Canberra Health Services, Canberra (PN. 40059) (Gazetted 23 July 2020)

Chief Minister, Treasury and Economic Development

Economic and Financial Group

Macroeconomic and Federal Financial Relations Branch

Federal Financial Relations

Blake Ford

From: Senior Officer Grade C \$110,397 - \$118,832
Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$151,002
Chief Minister, Treasury and Economic Development, Canberra (PN. 36320) (Gazetted 19 October 2020)

Shared Services

Strategic Finance

Financial Services

Faheem Khan

From: Administrative Services Officer Class 4 \$73,248 - \$79,310
Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168
Chief Minister, Treasury and Economic Development, Canberra (PN. 14269) (Gazetted 23 November 2020)

Access Canberra

Licensing and Registration

Andrew Nowlan

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$130,018 - \$146,368

Chief Minister, Treasury and Economic Development, Canberra (PN. 40418) (Gazetted 17 November 2020)

Access Canberra

Fair Trading and Compliance

WWVP Risk Assessment and Investigations Team

Gabriella Rovolis

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 45369) (Gazetted 3 November 2020)

Commercial Services and Infrastructure Group

ACT Property Group

Finance and Systems

Ying Yuan

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Office of the Legislative Assembly

To: †Senior Officer Grade C \$110,397 - \$118,832

Chief Minister, Treasury and Economic Development, Canberra (PN. 39066) (Gazetted 12 November 2020)

Community Services

Children, Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Robert Kyle

From: General Service Officer Level 7 \$65,087 - \$68,733

Community Services

To: Youth Worker 1 \$65,976 - \$71,004

Community Services, Canberra (PN. 47147) (Gazetted 15 October 2020)

Children Youth and Families

Child and Youth Protection Services

Relationship Management

Samantha Warne

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Community Services

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Community Services, Canberra (PN. 11456) (Gazetted 23 September 2020)

Education

Service Design and Delivery

Learning and Wellbeing Policy and Service Design

Aboriginal and Torres Strait Islander Education

David Beran

From: School Assistant 3 \$56,101 - \$60,379

Education

To: School Assistant 4 \$67,267 - \$72,837

Education, Canberra (PN. 44186) (Gazetted 7 July 2020)

School Performance and Improvement

Belconnen Network

Latham Primary School

Samuel Bird

From: Classroom Teacher \$73,246 - \$109,641

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 19474) (Gazetted 2 December 2020)

School Performance and Improvement

Belconnen Network

Mount Rogers Primary School

Brendan Carswell

From: Classroom Teacher \$73,246 - \$109,641

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 33686) (Gazetted 12 November 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.

School Performance and Improvement

Belconnen Network

Melba Copland Secondary School

Lee Pietrukowski: 75577496

From: School Leader C \$126,542

Education

To: School Leader B \$147,337

Education, Canberra (Pn:04117) (Gazetted 10/12/2020)

School Performance and Improvement

North and Gungahlin Network

Lyneham Primary School

David Ferguson

From: Classroom Teacher \$73,246 - \$109,641

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 48600) (Gazetted 19 June 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.

Office for Schools

North Gungahlin

Amaroo School

Sylvia Headon

From: School Leader C \$126,542

Education

To: †School Leader B \$147,337

Education, Canberra (PN. 04108) (Gazetted 25 November 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.

School Performance and Improvement

North and Gungahlin Network

Lyneham Primary School

Olivia Neilson

From: Classroom Teacher \$73,246 - \$109,641

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 13684) (Gazetted 19 June 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.

Justice and Community Safety

ACT Corrective Services

Custodial Operations

Jane Bowen

From: Youth Worker 1/2 \$65,976 - \$79,310

Community Services

To: Correctional Officer Class 1 \$66,695 - \$79,532

Justice and Community Safety, Canberra (PN. 31621) (Gazetted 23 July 2020)

ACT Government Solicitor

Government Law

Maddison Lamers

From: Government Solicitor 1 \$77,635 - \$116,254

Justice and Community Safety

To: †Government Solicitor 2 \$121,837 - \$146,193

Justice and Community Safety, Canberra (PN. 46141) (Gazetted 22 September 2020)

Emergency Services

ACT Fire and Rescue

Operations

Gregory Mason

From: FB7 (Commander) \$133,551

Justice and Community Safety

To: †FB8 (Superintendent) \$154,517

Justice and Community Safety, Canberra (PN. 48759) (Gazetted 1 January 2000)

Emergency Services

ACT Fire and Rescue

Operations

Matthew Mavity

From: FB7 (Commander) \$133,551

Justice and Community Safety

To: †FB8 (Superintendent) \$154,517

Justice and Community Safety, Canberra (PN. 45960) (Gazetted 1 January 2000)

ACT Corrective Services

Custodial Operations

Joeseeph Toohey

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

Canberra Health Services

To: Correctional Officer Class 1 \$66,695 - \$79,532

Justice and Community Safety, Canberra (PN. 11367) (Gazetted 23 July 2020)

Emergency Services

ACT Ambulance Services

Ambulance Operations

Benjamin Telfer

From: Graduate Paramedic Intern \$73,409 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$76,598 - \$ 86,170 plus penalties

Justice and Community Safety, Canberra (PN: 48218) (Gazetted 07/01/2021)

Note: This promotion is made in accordance with Section R3.2.11 of the ACT Ambulance Service Agreement 2018-2021

Major Projects Canberra

Infrastructure Delivery Partners

Social Project Management

Spencer Wright

From: Infrastructure Officer 4 \$131,141 - \$148,993

Environment, Planning and Sustainable Development

To: †Infrastructure Manager/Specialist 1 \$168,218

Major Projects Canberra, Canberra (PN. 36270) (Gazetted 19 November 2020)

Transport Canberra and City Services

City Services

ACT NoWaste

Strategic Coordination and Planning

Hannah Gill

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$110,397 - \$118,832

Transport Canberra and City Services, Canberra (PN. 38476) (Gazetted 11 December 2020)

Chief Operating Office

Finance

Lian Siew

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Transport Canberra and City Services, Canberra (PN. 33120) (Gazetted 30 October 2020)