



ACT Government Gazette

Gazetted Notices for the week beginning 21 March 2019

VACANCIES

Calvary Health Care ACT (Public)

Ward Support Services

Ward Clerks

Ward Clerk

ASO 2 -3 Broad banded \$55,189 - \$67,293, Canberra (PN: expected)

Gazetted: 26 March 2019

Closing Date: 27 March 2019

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

Reference Number: 21463

Contact Officer: Suezanne Hayward Suezanne.Haywood@calvary-act.com.au

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

Pharmacy

AMS Pharmacist

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: expected)

Gazetted: 26 March 2019

Closing Date: 7 April 2019

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

Reference Number: 21379

Contact Officer: Emily Diprose Emily.Diprose@calvary-act.com.au

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

Critical Care

ED

Registrar

Registrar 1 - 4 \$98,704 to \$123,327, Canberra (PN: expected)

Gazetted: 27 March 2019

Closing Date: 21 April 2019

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

Reference Number: 21469

Contact Officer: Dr David Banfield david.banfield@calvary-act.com.au

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

Workforce Capability and Governance

Secure Local Jobs

Compliance Officer

Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 42362)

Gazetted: 25 March 2019

Closing Date: 8 April 2019

Details: The Secure Local Jobs Branch supports the Secure Local Jobs Code Registrar, an independent statutory appointment in accordance with the *Government Procurement Act 2001*, in the administration of the Secure Local Jobs Code. As a Compliance Officer you will be part of a small team that supports the Registrar administer the Secure Local Jobs Code. The successful candidate will have experience in regulatory roles including investigation of compliance with legislation, be able to work collaboratively with a diverse range of stakeholders, is motivated to achieve outcomes and results, has excellent problem solving skills and can perform in a small team environment. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position 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: Submit no more than two pages addressing the Selection Criteria outlining your experience in meeting the requirements of the role along with a current Curriculum Vitae, Application Coversheet and contact details of two referees to jobs@act.gov.au

Contact Officer: Kylie Gstrein (02) 6205 0358 kylie.gstrein@act.gov.au

Chief Minister

Access Canberra

Customer Coordination

RPA Assistant Manager

Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 42966)

Gazetted: 22 March 2019

Closing Date: 29 March 2019

Details: Do you enjoying following a project from start to finish, where you are able to design, develop, implement, review and maintain a solution? Are you technologically minded with an eye for coding? Do you have an interest in being part of the forefront of Access Canberra's digital strategy? If you think you have what it takes to drive the technological innovation that Government bodies are jumping on to, then this is the role for you. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: Your application will be assessed against the selection criteria of skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are asked to submit a pitch, using examples, demonstrating the ability, ingenuity, experience and qualifications they would bring to the role. Please limit your response to no more than two pages.

Applicants are also required to submit a resume, Application Coversheet and contact details of at least two referees. Please submit your application to jobs@act.gov.au

Contact Officer: Luke Madden (02) 6205 9619 luke.madden@act.gov.au

Revenue Management Division

Operations

Operations Officer

Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 04752)

Gazetted: 22 March 2019

Closing Date: 5 April 2019

Details: The ACT Revenue Office is seeking an Operations Officer to support the Return Taxes, Deferred Duty, Lease Variation Charge Deferral and Betting Operations Tax team. The role would suit a team player with a can-do attitude with innovative ideas and a collaborative approach. The ideal candidate will be able to work as part of a team in a fast paced customer service environment with a focus on providing the highest standard of service and who possesses strong written and oral communication skills, sound judgment and initiative. 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 may be established to fill future vacancies at level 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: Applicants should address each of the five capabilities outlined in the Selection Documentation under the heading "What You Require". In addition to addressing the capabilities, applicants should also provide a copy of their current Curriculum Vitae and a completed Application Cover Sheet. Applications should be forwarded to jobs@act.gov.au.

Contact Officer: Paige Holdsworth (02) 6207 5951 paige.holdsworth@act.gov.au

Policy and Cabinet Division

Executive and Business Support

Business Support Officer

Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 35283)

Gazetted: 26 March 2019

Closing Date: 2 April 2019

Details: The Executive and Business Support team works collaboratively across the Policy and Cabinet and Communication and Engagement division. The team provides strategic, operational and administrative support to senior executives and is also responsible for the overarching business and financial management across the two divisions. As Business Support Officer, the occupant will under limited direction; provide administrative and executive support to the Policy and Cabinet Deputy Director-General and Executive Group Manager; undertake a range of administrative tasks across the Division, including travel and meeting arrangements, coordinating division input to reports and external requests as required, records management (TRIM database), ordering of stationery, answering telephone calls and other enquiries; coordinate the Coordination responses for Policy and Cabinet; undertake minor research and prepare less complex responses to correspondence; prepare accounts for processing using the Accounts Payable Invoice Automated System (APIAS); provide secretariat services to a range of executive led meetings, as required; and foster and support positive and productive relationships with all areas of CMTEED and ACT Government directorates. 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 position is activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk

How to Apply: Applicants should submit their applications to Jobs@act.gov.au. Their applications should include an application cover sheet, a 1,000 word statement of claims, outlining their skills and experience, taking into account the criteria, their current resume and one completed referee report addressing the five Selection Criteria points.

Contact Officer: Jessica Hicks (02) 6205 1049 jessica.hicks@act.gov.au

Economic Development

Events ACT

Executive Assistant

Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 41724)

Gazetted: 26 March 2019

Closing Date: 9 April 2019

Details: If you are a career Executive Assistant who thrives in a dynamic atmosphere and enjoys a challenge then we want to hear from you. Responsible for the delivery of major events including Floriade and the Enlighten Festival as well as many much loved community events such as the Canberra Nara Festival, Reconciliation Day, the Canberra Balloon Spectacular, New Year's Eve and Australia Day to name a few, there is never a dull moment at Events ACT as we strive to showcase the best of Canberra through our events. If you are passionate about being an Executive Assistant, and can demonstrate a career full of stories where you've provided structure to teams, improved organisational processes, and generally kept the wheels turning for a high performing team in a fast-paced environment we want to talk to 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: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position 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 the completed Application Coversheet, your Curriculum Vitae and brief responses to each Selection Criteria (no more than 400 words each) to jobs@act.gov.au.

Contact Officer: Steven Gallace (02) 6205 0793 steven.gallace@act.gov.au

Access Canberra

Projects Governance and Support

Government Business Coordination

Government Business and Coordination Officer

Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 25149)

Gazetted: 25 March 2019

Closing Date: 1 April 2019

Details: We are currently looking for an energetic, results-driven person to fill the position of Government Business and Coordination Officer in our Government Business and Coordination team. This team works in a fast-paced environment, preparing and coordinating Cabinet and Legislative Assembly material such as briefs, speeches and reports for all of Access Canberra. We also provide coordination activities across all of Access Canberra's functions and provides secretariat support to the Gambling and Racing Commission. Our team is multi-skilled and a great place to work that makes a valuable contribution to the success of Access Canberra. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available from 01 May 2019 to 17 February 2020 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to send a copy of their Curriculum Vitae, Application Coversheet and a written response of no more than two pages addressing the Selection Criteria to jobs@act.gov.au.

Contact Officer: Robert Brasnett (02) 6207 0357 robert.brasnett@act.gov.au

Shared Services

Finance and Payroll Services

Payroll Services

Payroll Officer

Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 09394, several)

Gazetted: 22 March 2019

Closing Date: 5 April 2019

Details: Working in this payroll workplace requires a person who enjoys a fast paced and changing environment, is able to provide excellent customer service and can support and develop their colleagues in the pay teams to do likewise – is this you? We are looking for individuals who have good approach to teamwork, excellent communication skills, and a collaborative approach to their allocated tasks and have experience in using a Human Resource Information Management System (HRMIS) payroll system. In this environment, attention to detail is a must. 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: In two pages or less, your pitch should include your experience and how it relates to this position and its duties. In your pitch you will also tell us how you meet the Behavioural Capabilities and Professional/Technical Skills and Knowledge components of the job. Your Curriculum Vitae will be need to be attached as part of your application and include two referees.

Contact Officer: Ceinwyn Whittaker (02) 6207 9891 ceinwyn.whittaker@act.gov.au

Shared Services

Business Services

Strategic Finance

Assistant Supervisor Financial Services

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 14269)

Gazetted: 22 March 2019

Closing Date: 5 April 2019

Details: Do you want to make a difference to the ACT Government? Do you want to be part of an innovative business and friendly team environment/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Strategic Finance team is looking for you! Shared Services' vision is to provide efficient, effective services based on accountability and best practice. As the Assistant supervisor of Financial Services you will assist in the day to day supervision of the Financial Services team. You will also be responsible for cost recovery and debt management processes contributing to the agencies revenue as well as providing advice and support to Shared Services staff in regards to financial processing matters, procedures and reporting. You will need to be able to use the Microsoft Office suite competently, in particular Excel features and formulas to deliver this role. We want an innovative, forward thinking professional with good communication skills and the ability to investigate discrepancies and liaise with a variety of stakeholders. Your enthusiasm, professionalism, analytical and leadership skills as well as your ability to manage and prioritise workloads will ensure your suitability for the role.

Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency. An order of merit 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 your Current Resume, setting out relevant personal particulars, employment history, qualifications and experience (no more than four to six pages). Please include an Application Coversheet and a two-page Expression of Interest to describe your relevant skills, experience and suitability for the position of Assistant Supervisor Financial Services. Applicants should take into account the stated position requirements/duties, technical knowledge and behavioural capabilities as described in the Position Description to tell us why your skills, knowledge and experience makes you the best person for the job. You should include specific examples of your work where possible.

Contact Officer: Alyssa Cowie (02) 6207 7737 alyssa.cowie@act.gov.au

Shared Services

Business Services

Strategic Finance

Assets Accountant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 42960)

Gazetted: 22 March 2019

Closing Date: 5 April 2019

Details: Do you want to make a difference to the ACT Government? Do you want to be part of an innovative business and friendly team environment/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Strategic Finance team is looking for you! Shared Services' vision is to provide efficient, effective services based on accountability and best practice. As the Assets Accountant you will be responsible for all aspects of asset accounting, reconciliations and providing support to the Senior Assets Accountant. Ideally, you will have a financial background and will need to demonstrate that you are highly organised, can effectively liaise in all directions and can communicate very well both orally and in written form. You will need to be able to use the Oracle and Microsoft Office suite competently, in particular Excel features, formulas to deliver this role. We want an innovative, forward thinking professional who enjoys problem solving, understands assets information and how issues integrate. Your enthusiasm, professionalism, analytical skills and forensic potential as well as your ability to manage and prioritise workloads will ensure your suitability for the role.

Eligibility/Other Requirements: Relevant asset's or finance experience and/or progress towards Tertiary qualifications in Accounting/Finance or CPA/CA are desirable.

Note: This is a temporary position available for a period of six months, with the possibility of extension and/or permanency. An order of merit 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 your Current Resume, setting out relevant personal particulars, employment history, qualifications and experience (no more than four to six pages). Please include an Application Coversheet and a

two-page Expression of Interest to describe your relevant skills, experience and suitability for the position of Assets Accountant. Applicants should take into account the stated position requirements/duties, technical knowledge and behavioural capabilities as described in the Position Description to tell us why your skills, knowledge and experience makes you the best person for the job. You should include specific examples of your work where possible.

Contact Officer: Yadana Kyu (02) 6207 6949 yadana.kyu@act.gov.au

Shared Services

Finance and Payroll Services

Payroll Services

Payroll Officer

Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 09468, several)

Gazetted: 22 March 2019

Closing Date: 5 April 2019

Details: Are you an energetic person with a focus on providing excellent customer service and looking to join a dynamic and fast paced payroll environment - if so this may be the job for you! We are seeking enthusiastic and collaborative individuals who enjoy working in a team environment. Payroll Services is responsible for paying ACT Government employees who play vital roles across the Territory Services and ACT Community. You will be required to understand payroll, have a customer service focus and experience in using a Human Resource Information Management System (HRIMS) payroll system. Attention to detail and ability to maintain accurate and confidential records is vital. 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, 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 extension and/or permanency.

How to Apply: In two pages or less, your pitch will include your experience and how it relates to this position and its duties. In your pitch you will also tell us how you meet the Behavioural Capabilities and Professional/Technical Skills and Knowledge components of the job. Your Curriculum Vitae will be attached as part of your application and include two referees.

Contact Officer: Ceinwyn Whittaker (02) 6207 9891 ceinwyn.whittaker@act.gov.au

Procurement ACT

Goods and Services Procurement

Whole of Government Contracts and Category Management Team

Contract Administrator

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 24768)

Gazetted: 22 March 2019

Closing Date: 5 April 2019

Details: Goods and Services Procurement is seeking administrative support to manage reporting for whole of government contracts. The successful candidate will compile reporting data, distribute reports to suppliers and collate returned information. The candidate will work closely with contract managers to develop and distribute performance evaluation surveys and collate the feedback received. The candidate will be required to have a great attention to detail with the ability to adapt to competing priorities, stay organised and maintain a high degree of accuracy. Experience in a procurement environment, manipulating excel spreadsheets and/or data analysis would be an advantage. 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: Part-time arrangements of a minimum of 0.8 FTE will be considered. An order of merit will be established from this selection process and may be used to fill similar 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 a statement against the Selection Criteria and a copy of your current Curriculum Vitae with contact details for at least two referees and send to jobs@act.gov.au.

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

Shared Services

Finance and Payroll

Salary Packaging

Salary Packaging Customer Service Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 09523)

Gazetted: 21 March 2019

Closing Date: 4 April 2019

Details: An exciting opportunity has become available within the Shared Services Salary Packaging Team. This position supports and provides a suite of salary packaging services to employees of the ACT Government. The successful applicants will be energetic and enthusiastic as you will be responsible for the delivery of accurate, timely, high quality, customer focused, salary packaging services in a small but very busy and dedicated team environment. You should have a commitment to high quality customer service (and patience!), including research and auditing capability, sound attention to detail, accurate and timely data entry capabilities, excellent written and oral communication skills, as well as the aptitude (and attitude!) to quickly learn the benefits of salary packaging and the software solution which supports such services. The successful applicant should also be able to manage and juggle vying priorities to ensure tight deadlines are met.

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

How to Apply: Applicants are asked to submit a written pitch of no more than two pages, an Application Coversheet and a copy of your current Curriculum Vitae with contact details for two referees which is required to be submitted with your application. Applicants will need to provide their resume, application form and pitch to jobs@act.gov.au.

Contact Officer: Telesha Deveau (02) 6207 4427 telesha.deveau@act.gov.au

Applicants should note that a Joint Selection Committee (JSC) will be established in accordance with the collective/enterprise agreement provisions will assess all applications for this position. This selection process is not appealable.

Shared Services

Shared Services Information Communication Technology

Technology Services

Voice Support Officer

Information Technology Officer Class 1 \$64,616 - \$73,554, Canberra (PN: 28755)

Gazetted: 27 March 2019

Closing Date: 10 April 2019

Details: Are you interested in providing excellent customer service to ACT Government? Do you have experience in Internet Protocol (IP) based phone systems? Then we have a job for you! We are looking for a Voice Support Officer to join the Networks, Communications and Information Communication Technology (ICT) Facilities team.

What you will do

You will provide first level voice systems support for ACT Government's analogue and IP telephony systems, action requests for ordering of mobile devices and headsets. The position will also have the opportunity to provide input into change management processes relating to telephony issues and projects.

What you require

To be successful in this role you will think analytically to identify issues and find solutions, communicate effectively with multiple stakeholders to achieve high satisfactory outcomes, work effectively as an individual and team member to meet set timeframes.

Your experience working with IP based phone systems and commitment to providing high quality customer service will enable you to excel in this position.

An ITIL Foundations V3 Certificate is highly desirable.

Working with Vulnerable People: *A Working with Vulnerable People (Background Checking) Act 2011 is required.*

For further information on Working with Vulnerable People registration refer to

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

How to Apply Please review the attached Position Description and apply by emailing the following documents to jobs@act.gov.au:

A completed Application Coversheet, Your current Resume, A two-page written response to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities as required.

Contact Officer: Timmee Tindall (02) 6205 2692 timmee.tindall@act.gov.au

Access Canberra

Licensing and Registration

Transport Licensing

Customer Service Officer

Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 10837, several)

Gazetted: 25 March 2019

Closing Date: 1 April 2019

Details: The Customer Service Officer is a frontline position within the ACT Road Transport Authority, part of Access Canberra. People that are customer focused and can demonstrate the ability to strike a balance between finding solutions for customers and applying regulation are encouraged to apply. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please provide your resume, Application Coversheet and a two page pitch against the Section Criteria.

Contact Officer: Alicia Curtis Cocks (02) 6207 7099 alicia.curtiscocks@act.gov.au

Access Canberra

Licensing and Registration

Transport

Director

Senior Officer Grade A \$143,116, Canberra (PN: 35718)

Gazetted: 26 March 2019

Closing Date: 2 April 2019

Details: Do you want to break free? (temporarily). A Member of our band has left to do some other really important things, so we need a replacement band member for up to six months. Can you work under pressure, do you have a kind of magic to support and lead a great Access Canberra team. Access Canberra has an opportunity for someone with a creative mind, strategic decision making skills and a willingness to work hard to take on the role of a Director for our Transport Licensing and Registration team. As a Director you will have a direct impact on making Canberra a better place to live. You will operate with a high degree of independence and make major contributions to the service delivery and regulatory landscape in the ACT driving major projects and supporting legislative reforms to ensure the safety and liveability of our community. Access Canberra is a straight talking, innovative and exciting place to be and we have one dream, one goal to continue to help make Canberra an inclusive, liveable, connected city. We like to think we are the Champions and we support workforce diversity and are committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: So if you think you can rock this position then it's time to step up to the microphone and send us a pitch on why you think you're the best person for the band job. No more than a page. Send in your Curriculum vitae and one page pitch to derise.cubin@act.gov.au or for questions about the role, contact Derise Cubin on 6205 3732

Contact Officer: Derise Cubin (02) 6205 3732 derise.cubin@act.gov.au

Shared Services

Finance and Payroll Services

Payroll Services

Director, Payroll Services

Senior Officer Grade A \$143,116, Canberra (PN: 09751)

Gazetted: 26 March 2019

Closing Date: 8 April 2019

Details: This Senior Leadership position within Shared Services is responsible for leading and managing payroll teams in a dynamic and fast paced environment. This role requires a Human Resources leader who can inspire, energise and positively influence team outcomes, and who possesses an innate ability to model the values of the ACT Public Service. Effective employee and stakeholder engagement is a critical enabler in the performance of this role, as is a genuine values-based leadership style. This role requires a leader with a strong, considered and engaging people focus in order to build individual capability and successfully support and drive cultural change in times of disruption. The role requires a Human Resources leader who has experience in managing payroll activities in a complex and large environment, is strategic in approach and has a desire to achieve customer service excellence. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Qualifications in Human Resource are highly desirable. Minimum three years' experience in a Senior Leadership role.

How to Apply: Please provide a two-page pitch outlining your experience against the professional and technical skills and knowledge components of the role as well as the behavioural capabilities, including your most notable achievements. Your current resume will be submitted as part of your application.

Contact Officer: Calvin Robinson (02) 6205 3819 calvin.robinson@act.gov.au

Communications and Engagement

Strategic Communications

Media and Protocol

Assistant Director

Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 11261, several)

Gazetted: 25 March 2019

Closing Date: 9 April 2019

Details: The communications and engagement division of the Chief Minister, Treasury and Economic Development Directorate has a number of temporary positions available across our Strategic Communications, Whole of Government and Access Canberra teams. We work in a multi-disciplinary team to deliver exceptional communications advice and services to the Canberra community and key stakeholders including our Executive and Ministers offices. We're seeking applicants who will thrive in a supportive, but dynamic and fast paced environment. The Assistant Director, Strategic Communications (Senior Officer Grade B) leads best practice communications and community engagement activity, provides high level advice to the Executive and Ministers offices on communications priorities, media and issues management and prepares a range of written work including briefs, communications plans, media releases, speeches, correspondence and digital content including social media posts. The Assistant Director, Content Designer and Editor, Whole of Government Communications (Senior Officer Grade B) is responsible for a range of significant whole-of-government communications channels, as well as designing and editing content for whole of government communications products, including the monthly Our Canberra print newsletter, e-newsletter and website as well as ACT Government branded social media accounts. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: These are temporary positions available as soon as possible for a period of three 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. We are also seeking a Senior Marketing Officer in Access Canberra (Senior Officer Grade C), who is creative with a proven track record in developing strong communications and marketing campaigns. Please refer to separate advertisement for more details (Position Number 38851).

How to Apply: Please provide your Curriculum Vitae and a two-page pitch which broadly addresses the Selection Criteria and tells us why you would be perfect for the role.

Contact Officer: Nicole Mahar (02) 6205 9530 nicole.mahar@act.gov.au

Shared Services ICT

Strategic Business

Business Enablement and Analysis Services

Assistant Director - Pre-engagement

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 37007)

Gazetted: 22 March 2019

Closing Date: 15 April 2019

Details: The Strategic Business Branch delivers professional business change services that enable the ACT Government to deliver quality outcomes for the Territory. Key focus areas include: optimising investment through change initiatives; identifying, supporting and enabling multi-directorate solutions; and delivering quality services that enable business areas to realise significant benefits. The Shared Services Business Enablement and Analysis Services assists Act Government Directorates identify ICT related solutions to address business needs. The service provides preliminary scoping and assessment, assisting clients to decide on next steps and advising on how to best move forward considering the outcomes of the assessment. The Assistant Director position is responsible for preliminary scoping and assessment of customer's business requirements. Assisting clients to decide on next steps and advising on how to best move forward considering the outcomes of the assessment. 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: For this role we are open to discussing the possibility of reduced hours, flexible start and finish times, or compressed hours. Please wait until the job offer stage before asking us about flexibility, and we will explore what's possible for the role. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the position description. The applications should include a Curriculum Vitae and a two page pitch detailing your most relevant achievements in the last five years and how they relate to this position and its duties and the ability, ingenuity, experience and qualifications making you the best person for this role.

Contact Officer: Josh Martin (02) 6207 9006 josh.martin@act.gov.au

Communications and Engagement

Strategic Communications and Media

Access Canberra Communications

Senior Marketing Officer, Access Canberra

Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 38851)

Gazetted: 25 March 2019

Closing Date: 9 April 2019

Details: Good at convincing people that pineapple really does belong on a pizza? Then Access Canberra wants you - not only for your excellent palate, but because we are after a great marketer/communicator who enjoys a challenge. We are looking for someone to hit the ground running with a strong proven track record in developing strong communications and marketing campaigns. Access Canberra is focused on making interactions with the ACT Government easier. Each year we take over 600,000 phone calls, support 500,000 transactions, support industry and promote services which support a safe and vibrant city. We are at the front line of Government through our shopfronts, call handling, online services and regulatory functions which are combined in a single unified service. We're looking for a creative Marketer to help us tell that story and improve the community's experience with us every day. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available as soon as possible for a period of nine 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. We are also seeking an Assistant Director, Strategic Communications (Senior Officer Grade B) and Assistant Director, Content Designer and Editor, Whole of Government (Senior Officer Grade B). Please refer to separate advertisement for more details (Position Number 11261, several).

How to Apply: Please provide your Curriculum Vitae and a two-page pitch which broadly addresses the Selection Criteria and tells why you would be perfect for the role.

Contact Officer: Emily Springett (02) 6205 9093 emily.springett@act.gov.au

Shared Services ICT

Customer Engagement Services

CIT ICT

Senior Applications Administrator

Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 19249)

Gazetted: 22 March 2019

Closing Date: 8 April 2019

Details: The Shared Services ICT- Canberra Institute of Technology (CIT) ICT team administer the business systems servicing the administrative and operational needs of the CIT. In this role, you will provide second-level and third-level support for the institute's online learning platform, presently comprised of the Moodle learning environment and open EQUELLA digital repository applications. You will maintain the configuration, customisation, and occasionally develop enhancements for these applications, as well as respond to technical incidents as they arise. You will work collaboratively with the CIT eLearn Support team to deliver exemplary customer service. You should be highly experienced with contemporary web development languages, the PHP server-side scripting language, SQL, and Linux-based server hosting environments. You should also be proficient in software configuration management using version control tools such as Git or Microsoft Team Foundation Server. You will also lead a small team of experienced professionals providing first and second level technical support for the aforementioned systems. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Interested eligible candidates should supply a Curriculum Vitae of no more than three pages supported by a two page "pitch" to support the application and Application Coversheet must be submitted to Shared Services.

Applications should be sent to: jobs@act.gov.au. For more information on how to apply go to

<https://www.jobs.act.gov.au/how-we-hire/prepare-your-application>.

Contact Officer: Sam Russell (02) 6207 4761 sam.russell@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

Corporate

Finance and Budgets

Budgets

Management Accountant

Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 27041)

Gazetted: 25 March 2019

Closing Date: 8 April 2019

Details: Do you want to know that you are making a difference in the ACT Community? Do you like to see tangible results through your work? Do you want to be part of a supportive team? Then the Finance and Budgets team are looking for you! You'll be an experienced, qualified and enthusiastic Management Accountant keen to work with human services functions such as multicultural affairs, women, public and community housing services, children,

youth and family support services to name a few. You will enjoy working in a dynamic and complex environment. We need you to have experience in annual budgeting, forecasting, costing and analysis, the preparation of regular management and other reports as well as financial management and processing. We also need you to assist with our ongoing development and implementation of financial policies and processes in the Directorate. Community Services Directorate (CSD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: If you think this role will suit you, please apply by submitting a one page pitch outlining your suitability for the role, a current Curriculum Vitae and the names of two referees.

Contact Officer: Aoife Farmer (02) 6205 0280 aoife.farmer@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Bimberi Youth Justice Centre / Business Support Unit - Kitchen

Bimberi Head Cook

General Service Officer Level 7 \$61,688 - \$65,144, Canberra (PN: 00068)

Gazetted: 22 March 2019

Closing Date: 8 April 2019

Details: An opportunity exists in the role of Head Cook at the Bimberi Youth Justice Centre. The successful applicant will work closely with the Business Support team and will be responsible for the day to day operation of the kitchen at Bimberi. This includes planning menus that are nutritionally balanced and meet the daily requirements of young people, preparation and serving of meals, and adherence to the Food Safety Standards particularly in regards to proper storage of food and maintenance of hygienic conditions. The Head Cook is also responsible for conducting weekly stock takes, ordering food supplies, and maintaining inventories and reports related to the catering operation. In this position, the successful applicant needs to demonstrate the ability to train and supervise other kitchen staff in the commercial kitchen environment. The successful applicant must also be willing to work individually and 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.

Eligibility/Other Requirements: The suitable applicant will have a Certificate III or IV in Commercial Cookery, or equivalent, from a registered training organisation, be in possession of a First Aid Certificate, and prior to commencing in the role, be registered under the *Working with Vulnerable People (Background Checking) ACT 2011*.

Note: This is a temporary position available for six months with the possibility of extension. This position involves shift work and will be required to work on weekends. Selection may be based on application and referee reports only.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages highlighting experience in working in a commercial kitchen. Please include the contact details of at least two referees and a current Curriculum Vitae and responses to the Selection Criteria. Please consider the duties of the position when preparing your Expression of Interest.

Contact Officer: Kerri Biddlecombe (02) 6207 3402 kerri.biddlecombe@act.gov.au

Housing ACT

Client Services

Tenant Support

Senior Manager, Tenant Support

Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 37045)

Gazetted: 25 March 2019

Closing Date: 8 April 2019

Details: The Senior Manager, Relocation is responsible for the management of the Tenant Relocation team, strategy and relocation of Public Housing tenants in accordance with the ACT Housing Strategy. The Strategy provides a framework for government, community sector and tenants to co-design their successful relocation and

maximise opportunities created by planned social housing redevelopment. A key focus is developing and maintaining people's links with their communities. The successful candidate must have highly proficient writing skills, capable of bringing together multiple sources of data and information, be adaptive to requests at short notice, and be able to lead and support a team delivering in a dynamic fast paced environment. You will be expected to have proven managerial experience at a senior level and a record of achievement in leadership, change management, program implementation and delivery, and people management within a human services environment. The position requires a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines. You will have a positive and high performing work ethic, work collaboratively across the Branch, Business Units, with stakeholders and be genuinely invested in a positive outcome for all. Community Services is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Demonstrated outcomes and previous experience in this area will be highly regarded. Experience in a human services field and/or a relevant tertiary qualification. Experience in using a range of IT business and office applications, including Microsoft Office Project would be desirable. An understanding and knowledge, or the ability to quickly acquire, of Housing ACT and its role, function and services. Current drivers licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

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

How to Apply: Please provide you resume, Application Coversheet and a two page statement of claims against the Selection Criteria. All applications to be sent to jobs@act.gov.au

Contact Officer: Fiona Barbaro (02) 6207 6043 fiona.barbaro@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.

Director of Public Prosecutions

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

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

Office of the Director of Public Prosecutions (ACT)

Assistant Director

Executive Level 1.4 \$238,013 - \$248,167 depending on current superannuation arrangements, Canberra (PN: E1051)

Gazetted: 22 March 2019

Closing Date: 5 April 2019

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory and is seeking an outstanding and highly motivated lawyer with advanced advocacy and management skills to fulfil the role of Assistant Director.

The position is available for a term of up to five (5) years (with an option for a further term).

Responsibilities of the position:

This position reports directly to the Director of Public Prosecutions.

The position requires an incumbent with a comprehensive knowledge and mastery of criminal law and advocacy, and a proven commitment and ability to contribute to the professional development of legal and paralegal staff.

The position's main accountabilities include:

Appear as leading counsel in complex and difficult superior court criminal trials and appeals, including those of great significance to the community and to the development of the criminal law;

Exercise without supervision, where appropriate, the discretion to initiate, vary and discontinue serious criminal charges;

Act as the Director, as required and represent both the Director and the Office outside the courts; and

Exercise leadership in managing human and financial resources and enhancing staff professional development.

The successful applicant will also be admitted as a legal practitioner of an Australian State or Territory.

Remuneration: The position attracts a remuneration package ranging from \$238,013 to \$248,167 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$184,627. From 1 July 2019, the remuneration package will increase, ranging from \$250,050 to \$260,803 depending on current superannuation arrangements of the successful applicant, which includes a cash component of \$195,520 (see Remuneration Tribunal Determination 2 of 2019).

Contract: The successful applicant will be engaged under a performance based contract for a period of five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Further information about the position is available from Shane Drumgold, shane.drumgold@act.gov.au, (02) 6207 5190.

Education

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

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

School Performance and Improvement

Belconnen Network

Fraser Primary School

Business Manager

Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 41230)

Gazetted: 22 March 2019

Closing Date: 5 April 2019

Details: Fraser Primary School is seeking application from suitable Business and Facilities Manager's. The successful applicant will be responsible for duties such as: Providing high level support to the principal in developing policies and procedures relating to the management of the school and to the implementation of school-based management; supervising the administrative staff of the school to ensure they are delivering a high level of administrative performance and support; coordinating the preparation of budgets, estimates and financial returns; monitor commitments and expenditure; manage the business aspects of a dynamic educational environment with high level responsibility for human resource, finance, risk and Directorate compliance management.

Eligibility/Other Requirements: Desirable: Knowledge of School operations a high understanding of financial and HR management, computer systems and an understanding of the school environment; First Aid qualification, or willingness to undertake appropriate training. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

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

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

How to Apply: Please include Application Coversheet and Curriculum Vitae and email submissions to jobs@act.gov.au

Contact Officer: Mark Deeker (02) 6142 0520 mark.deeker@ed.act.edu.au

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

Business Services

Office of the Executive Group Manager

Policy Officer, School Cleaning Services Taskforce

Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 42237, several)

Gazetted: 26 March 2019

Closing Date: 2 April 2019

Details: The ACT Government has a strong commitment to supporting and increasing secure employment for Canberrans. A new and exciting opportunity exists for a team of people to work on the transition of a currently outsourced workforce to an insourced workforce.

This initiative is a key ACT Government priority and an opportunity to work on an innovative reform project that will have direct positive impacts for Canberrans. Multiple exciting opportunities exist to join a new Taskforce, established to implement an ACT Government decision to support vulnerable workers in the community by providing increased opportunities for secure work through direct employment with the ACT Government following the ACT Government's decision to "insource" cleaning services for ACT Public Schools.

All currently externally-contracted public school cleaning services will be transitioned to a Territory-run service by the newly established School Cleaning Services Taskforce. Cleaners performing this work are often vulnerable members of the community. Insourcing cleaning services will support this potentially vulnerable workforce by providing secure employment and ensuring compliance with the *Fair Work Act 2009*, along with ensuring the provision of quality cleaning services to the 88 ACT Public Schools along with the Hedley Beare Centre for Teaching and Learning in Stirling. Reflecting its high priority, the Taskforce will report directly to the Executive Group Manager, Business Services.

All of the Taskforce positions are new and vacant. There may be opportunities for the operational roles in the Taskforce to transition into longer term or permanent School Cleaning Operations roles

Please submit a written response of up to two pages addressing the selection criteria, contact details for at least two referees and a current Curriculum Vitae, including Application Coversheet to jobs@act.gov.au. Selection may be based on application and referee reports only.

Contact Officer: Sarah Watson (02) 6205 9811 sarah.watson@act.gov.au

School Performance and Improvement

South Weston Network

Hughes Primary School

Classroom Teacher

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 05731)

Gazetted: 27 March 2019

Closing Date: 3 April 2019

Details: Hughes Primary School is a dynamic and high energy learning environment that celebrates diversity, inclusion and wellbeing. At Hughes, the curriculum is rigorous and there are high expectations regarding meeting the needs of individual learners. Hughes Primary School is synonymous with a holistic approach to education. This is achieved by an innovative and connected community of learners who work collaboratively to support, challenge and inspire each child to achieve their personal potential. We are seeking a highly motivated teacher to join our school team. The successful candidate will possess a strong understanding of the Australian Curriculum with the demonstrated ability to develop and deliver evidence based, differentiated literacy and numeracy programs, reflecting the use of data, to meet the needs of all students. The successful officer should also have highly developed communication and interpersonal skills with the ability to work as part of a collaborative team and build positive relationships with students, staff, parents and the wider community.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute. Current Working with Vulnerable People registration.

How to Apply: Provide a two page statement of claims based on the Australian Professional Standards for Teachers. Provide a Curriculum Vitae that includes your most recent and relevant experience and a completed Application Coversheet. Completed application to be emailed to jobs@act.gov.au.

Contact Officer: Nina McCabe (02) 6142 0730 nina.mccabe@ed.act.edu.au

Applicants should note that a Joint Selection Committee (JSC) will be established in accordance with the collective/enterprise agreement provisions will assess all applications for this position. This selection process is not appealable.

School Performance and Improvement

Belconnen Network

Kingsford Smith School

Classroom Teacher

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 15818)

Gazetted: 22 March 2019

Closing Date: 5 April 2019

Details: Kingsford Smith School is a P-10 with approximately 880 enrolments. We operate as Professional Learning Community with a focus on collaboration, evidence informed practices and high levels of learning for all students. We are seeking a dynamic Classroom Teacher to join our primary and early childhood school teams. Our school has a strong focus on developing our students' literacy and numeracy skills within a contemporary learning environment. We implement Response to Intervention (RTI) as a model to support all children to learn at high levels. Our HERO (Harmony, Excellence, Respect, and Optimism) school values and Positive Behaviour for Learning (PBL) form the basis of our social and emotional learning programs.

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

Note: This is a temporary position available from 29 April 2019 to 19 December 2019 with the possibility of permanency.

How to Apply: All applicants are to provide a Curriculum Vitae, Application Coversheet and response to the Australian Professional Standards for Teachers provided in the application package with reference to the job description to jobs@act.gov.au by the due date.

Contact Officer: Karen Murray (02) 6142 3399 karen.murray@ed.act.edu.au

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

Service Design and Delivery

Student Engagement

Hearing Support

Hearing Support Assistant

School Assistant 3 \$53,171 - \$57,225, Canberra (PN: 02815)

Gazetted: 25 March 2019

Closing Date: 1 April 2019

Details: The Hearing Support Team is seeking a flexible and enthusiastic Hearing Support Assistant to work with multiple students who are Deaf/Hard of Hearing. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The ideal candidate will have a Certificate III in Auslan and experience working with students in a school setting. Please see the attached position description for duties that may be required in this role. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This is a temporary position available as soon as possible until 26 January 2020 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. You may also be asked to complete a small exercise to ascertain Auslan Interpretation skills.

How to Apply: Please send a Curriculum Vitae, Application Coversheet and a response to the Selection Criteria (two pages maximum) to jobs@act.gov.au.

Contact Officer: Alicia Rose (02) 6205 8209 alicia.rose@ed.act.edu.au

School Improvement

North Gungahlin

Harrison School

Library Assistant

School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 42843)

Gazetted: 27 March 2019

Closing Date: 10 April 2019

Details: The Library Assistant will provide clerical support needed to maintain the efficient functioning of the School Library. Assist the Teacher Librarian and teaching staff with Library operations and the supervision of student groups encouraging the development of information literacy skills.

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

How to Apply: Applicants are required to submit a completed Application Coversheet, written response outlining relevant skills and experience, Curriculum Vitae, resume and the names of two referees via email to jobs@act.gov.au

Contact Officer: Debbie Carne (02) 614 22200 debbie.carne@ed.act.edu.au

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

School Performance and Improvement

South Weston Network

Hughes Primary School

Learning Support Assistant Hughes Primary School

School Assistant 2/3 \$45,058 - \$54,947, Canberra (PN: 32474)

Gazetted: 27 March 2019

Closing Date: 10 April 2019

Details: Hughes Primary School (HPS) is a dynamic and high energy learning environment that celebrates diversity, inclusion and wellbeing. At Hughes, the curriculum is rigorous and there are high expectations regarding meeting the needs of individual learners. HPS has mainstream classes from Preschool to Year 6. The school hosts the Southside Primary Introductory English Centre (SPIEC), and a Learning Support Unit-Autism (LSUA). We are seeking a highly motivated Learning Support Assistant (LSA) to join our school team. The successful candidate will have highly developed communication and interpersonal skills with the ability to work as part of a collaborative team and build positive relationships with students, staff, parents and the wider community. The successful officer will support students across the school who have a diversity of needs, in a caring and individualised way.

Eligibility/Other Requirements: Prior to commencing in this role the following is required: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to

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

How to Apply: Applicants should complete the Application Coversheet and forward, along with resume and claims against Selection Criteria to jobs@act.gov.au.

Contact Officer: Nicole Merchant (02)61420730 nicole.merchant@ed.act.edu.au

Applicants should note that a Joint Selection Committee (JSC) will be established in accordance with the collective/enterprise agreement provisions will assess all applications for this position. This selection process is not appealable.

Business Services Division

Office of the Executive Group Manager

Director, School Cleaning Services Taskforce

Senior Officer Grade A \$143,116, Canberra (PN: 42206)

Gazetted: 26 March 2019

Closing Date: 2 April 2019

increasing secure employment for Canberrans. A new and exciting opportunity exists for a team of people to work on the transition of a currently outsourced workforce to an insourced workforce. This initiative is a key ACT Government priority and an opportunity to work on an innovative reform project that will have direct positive impacts for Canberrans.

Multiple exciting opportunities exist to join a new Taskforce, established to implement an ACT Government decision to support vulnerable workers in the community by providing increased opportunities for secure work through direct employment with the ACT Government following the ACT Government's decision to "insource" cleaning services for ACT Public Schools. All currently externally-contracted public school cleaning services will be transitioned to a Territory-run service by the newly established School Cleaning Services Taskforce. Cleaners performing this work are often vulnerable members of the community. Insourcing cleaning services will support

this potentially vulnerable workforce by providing secure employment and ensuring compliance with the *Fair Work Act 2009*, along with ensuring the provision of quality cleaning services to the 88 ACT Public Schools along with the Hedley Beare Centre for Teaching and Learning in Stirling. Reflecting its high priority, the Taskforce will report directly to the Executive Group Manager, Business Services.

How to Apply: Please submit a written response of up to two pages addressing the selection criteria, contact details for at least two referees and a current Curriculum Vitae, including Application Coversheet to jobs@act.gov.au. Selection may be based on application and referee reports only.

Note: These are temporary positions available until 30 January 2020. All of the Taskforce positions are new and vacant. There may be opportunities for the operational roles in the Taskforce to transition into longer term or permanent School Cleaning Operations roles.

Contact Officer: Sarah Watson (02) 6205 9811 sarah.watson@act.gov.au

School Performance and Improvement

Tuggeranong Network

Fadden Primary

Deputy Principal

School Leader B \$136,828, Canberra (PN: 04106)

Gazetted: 25 March 2019

Closing Date: 8 April 2019

Details: Fadden Primary School is seeking a Deputy Principal to work with the Principal inspiring staff and students towards the best possible learning outcomes and well-being. You will articulate and model high standards of professional engagement. You will be skilled at establishing and maintaining professional relationships and structures with a focus on continuous improvement, supporting a high-performing team to build their capacity even further. In addition to supporting the Principal in all aspects of leadership, the Deputy Principal will have a broad portfolio of management accountabilities, both local and system.

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

Note: This is a temporary position available from 13 May 2019 to 28 January 2020.

How to Apply: Applicants are to provide a Curriculum Vitae, Application Coversheet together with an application that addresses the five Leadership Capabilities provided in the Application Package, with reference to the Job Description. Applications are to be no more than four pages. Applications are to be sent to jobs@act.gov.au by the due date.

Contact Officer: Jennie Lindsay (02) 6142 2463 jennie.lindsay@ed.act.edu.au

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

Service Design and Delivery

Learning and Teaching

Assistant Director, Learning and Teaching

Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 34836)

Gazetted: 27 March 2019

Closing Date: 24 April 2019

Details: Applications are sought from highly capable applicants with: highly developed liaison, negotiation, representation and communication skills, both oral and written and the ability to prepare a range of complex correspondence, including briefs and project related documents; proven high level strategic and analytical skills and an understanding of the requirements of government; sound people management skills including the ability to lead, develop and provide feedback to staff; highly developed work management and organisational skills to deliver high quality customer service and meet objectives within tight timelines. This position requires a good understanding of ACT Government processes and reporting frameworks, and very strong organisational skills; an understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices. The successful candidate will work well in a team environment and possess highly developed collaboration skills. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres

Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Proven experience in government and strong interpersonal and communication skills are considered highly desirable. A *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than five pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current resume. Applications should be sent to jobs@act.gov.au

Contact Officer: Martin Hine (02) 6205 4685 martin.hine@act.gov.au

Applicants should note that a Joint Selection Committee (JSC) will be established in accordance with the collective/enterprise agreement provisions will assess all applications for this position. This selection process is not appealable.

Business Services Division

Office of the Executive Group Manager

Assistant Director, School Cleaning Services Taskforce

Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 42233, several)

Gazetted: 26 March 2019

Closing Date: 2 April 2019

Details: The ACT temporary Government has a strong commitment to supporting and increasing secure employment for Canberrans. A new and exciting opportunity exists for a team of people to work on the transition of a currently outsourced workforce to an insourced workforce. This initiative is a key ACT Government priority and an opportunity to work on an innovative reform project that will have direct positive impacts for Canberrans. Multiple exciting opportunities exist to join a new Taskforce, established to implement an ACT Government decision to support vulnerable workers in the community by providing increased opportunities for secure work through direct employment with the ACT Government following the ACT Government's decision to "insource" cleaning services for ACT Public Schools. All currently externally-contracted public school cleaning services will be transitioned to a Territory-run service by the newly established School Cleaning Services Taskforce. Cleaners performing this work are often vulnerable members of the community. Insourcing cleaning services will support this potentially vulnerable workforce by providing secure employment and ensuring compliance with the *Fair Work Act 2009*, along with ensuring the provision of quality cleaning services to the 88 ACT Public Schools along with the Hedley Beare Centre for Teaching and Learning in Stirling. Reflecting its high priority, the Taskforce will report directly to the Executive Group Manager, Business Services.

Note: These are temporary positions available until 31 January 2020. All of the Taskforce positions are new and vacant. There may be opportunities for the operational roles in the Taskforce to transition into longer term or permanent School Cleaning Operations roles.

How to Apply: Please submit a written response of up to two pages addressing the selection criteria, contact details for at least two referees and a current Curriculum Vitae, including Application Coversheet to jobs@act.gov.au. Selection may be based on application and referee reports only.

Contact Officer: Sarah Watson (02) 6205 9811 sarah.watson@act.gov.au

Service Design and Delivery

Digital Services, Strategy and Transformation

Strategy, Design and Knowledge Management

Assistant Director - Product and Service Design Hub

Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 43098)

Gazetted: 22 March 2019

Closing Date: 8 April 2019

Details: Digital Strategy, Services and Transformation (DSST) Branch provides services to the Directorate in identifying, developing and managing appropriate information and technical resources for corporate and school staff. This includes managing and providing advice on records, copyright and ICT programs, teaching and learning systems, business and administration systems and relevant policies and procedures. This is a critical leadership position to lead and direct a team of approximately five-ten staff, with a focus on developing design concepts based on evidence of user needs and organisational outcomes, and the interpretation of evidence-based research to incorporate into the Directorate's work. We are looking for a head of product and service design who is ideally an expert practitioner with broad industry experience, who can define and assure best practice whilst influencing, leading and mentoring others. You will be capable influencing both design and organisational strategy and priorities and collaborate with colleagues across ACT government and in other education jurisdictions. You will also bring a focus on ensuring the right conditions and environment for designers to work effectively. Ideally you have extensive experience in product design, are trusted to make good decisions and can recognise when to ask for further guidance and support. 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: Possession of a current drivers licence and access to a private vehicle; permanent resident of Australia; degree qualification in related field or equivalent experience; extensive experience in UX, product design, service design principles. Experience in an Education setting will be highly regarded

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

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

Contact Officer: Kirri Robinson (02) 6205 3171 ebm.dsst@act.gov.au

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

Service Design and Delivery

Digital Strategy, Services and Transformation Branch

Programmes, Applications and Transformation

Assistant Director - Transformation and Service Support

Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 43118)

Gazetted: 22 March 2019

Closing Date: 8 April 2019

Details: Digital Strategy, Services and Transformation (DSST) Branch provides services to the Directorate in identifying, developing and managing appropriate information and technical resources for corporate and school staff. This includes managing and providing advice on records, copyright and ICT programs, teaching and learning systems, business and administration systems and relevant policies and procedures. This is a critical leadership position to lead and direct a team of approximately five-ten staff with oversight and prioritisation of IT and digital projects. The role acts as the first point of contact for schools in identifying deployment or user issues. The position will be a trusted partner in representing the internal customer's digital and technology needs within the Directorate, and will be actively involved in all facets of the Directorate's digital transformation delivery programme. You will lead engagement with Directors, corporate senior leaders, service managers and external stakeholders to ensure their complex needs are understood, prioritised and incorporated into Directorate plans with progress communicated throughout the delivery process. You will be confident in a digital transformation space and ideally familiar with education settings to make a positive impact on the business through the reduction of costs arising from service issues, increased efficiency and improved communication, developing a better understanding of users' needs and championing Directorate commitments to continual improvement. 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: Possession of a current drivers licence and access to a private vehicle; permanent resident of Australia; degree qualification in related field or equivalent experience.

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

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

Contact Officer: Kirri Robinson (02) 6205 3171 ebm.dsst@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.

School Performance and Improvement

Belconnen

Kingsford Smith School

School Leader C Primary School

School Leader C \$117,515, Canberra (PN: 15883)

Gazetted: 26 March 2019

Closing Date: 9 April 2019

Details: Kingsford Smith School is a P-10 school that operates as Professional Learning Community (PLC). The school is seeking a dynamic school leader with high level pedagogy and curriculum leadership skills. The successful applicant will as a member of the executive team, support the senior executive to achieve whole-school strategic goals and implement the school annual action plan. Provide leadership and support for a teaching team to deliver a high-quality program in accordance with relevant learning frameworks. Work with the Primary School Executive Practical Legal Training (PLT) to lead and implement a Response to Intervention approach across the primary school. Lead student literacy and numeracy development using evidence-based practices. Support student social and emotional learning including leading SEL programs and liaising with community organisations to support the development of students learning within a Restorative Practices framework. Able to establish highly effective relationships with all members of the school community including, staff, parents, students, and external providers. Undertake an appropriate teaching load and other duties as determined by the Principal.

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

How to Apply: All applicants are to provide a Curriculum Vitae, Application Coversheet and response to the five leadership capabilities provided in the application package with reference to the job description to jobs@act.gov.au by the due date.

Contact Officer: Peter Radford (02) 6142 3399 peter.radford@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.

System Policy and Reform

Strategic Policy

Diversity and Cultural Integrity

Program Manager, Diversity and Cultural Integrity

Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 42996)

Gazetted: 27 March 2019

Closing Date: 10 April 2019

Details: The Strategic Policy Branch of the ACT Education Directorate is seeking a Program Manager who is enthusiastic about supporting diversity in the education workforce. This role will focus on the development of the Directorate's revised Reconciliation Action Plan and the Knowing Being and Doing Diversity Framework, ensuring that cultural integrity is respected and maintained in both schools and the Education Support Office. The successful applicant will provide program support to the Diversity and Cultural Integrity team as required. High-level analytical skills, effective communication capabilities in the context of community consultation, experience in

public policy development, commitment to cultural safety and social inclusion, and experience in education and/or community services will be highly regarded. 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 as soon as possible to 26 June 2019. Selection may be based on application and referee reports only.

How to Apply: Please email your application, including current Curriculum Vitae, Application Coversheet and response to the Selection Criteria (not exceeding two pages).

Applications should be sent to EDUDCI@act.gov.au

Contact Officer: Ginibi Robinson (02) 6205 9319 ginibi.robinson@act.gov.au

Business Services

Office of the Executive Group Manager

Manager, School Cleaning Services Taskforce

Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 42235, several)

Gazetted: 26 March 2019

Closing Date: 2 April 2019

Details: The ACT Government has a strong commitment to supporting and increasing secure employment for Canberrans. A new and exciting opportunity exists for a team of people to work on the transition of a currently outsourced workforce to an insourced workforce. This initiative is a key ACT Government priority and an opportunity to work on an innovative reform project that will have direct positive impacts for Canberrans. Multiple exciting opportunities exist to join a new Taskforce, established to implement an ACT Government decision to support vulnerable workers in the community by providing increased opportunities for secure work through direct employment with the ACT Government following the ACT Government's decision to "insource" cleaning services for ACT Public Schools. All currently externally-contracted public school cleaning services will be transitioned to a Territory-run service by the newly established School Cleaning Services Taskforce. Cleaners performing this work are often vulnerable members of the community. Insourcing cleaning services will support this potentially vulnerable workforce by providing secure employment and ensuring compliance with the *Fair Work Act 2009*, along with ensuring the provision of quality cleaning services to the 88 ACT Public Schools along with the Hedley Beare Centre for Teaching and Learning in Stirling. Reflecting its high priority, the Taskforce will report directly to the Executive Group Manager, Business Services.

How to Apply: Please submit a written response of up to two pages addressing the selection criteria, contact details for at least two referees and a current Curriculum Vitae, including Application Coversheet to jobs@act.gov.au. Selection may be based on application and referee reports only.

Note: These are temporary positions available until 31 January 2020. All of the Taskforce positions are new and vacant. There may be opportunities for the operational roles in the Taskforce to transition into longer term or permanent School Cleaning Operations roles.

Contact Officer: Sarah Watson (02) 6205 9811 sarah.watson@act.gov.au

Environment, Planning and Sustainable Development

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

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

Engagement and Executive Support

Communications and Engagement

Communications and Engagement Officer

Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 42973)

Gazetted: 22 March 2019

Closing Date: 5 April 2019

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) Communications and Engagement team is looking for a motivated person who has a passion for community engagement. In this role you will support the delivery of engagement and communication activities specifically on the Territory Plan

Review, Building Quality project and Strata Reform projects, including: Deliver engagement activities on planning topics such as workshops, online activities, deliberative processes, collaborative sessions and drop-in activities; plan the development of digital communication materials such as videos, websites and social media; plan and deliver online and social media community engagement activities; liaise with a range of stakeholders including the Ministers offices, executives and members of the local community; provide coherent, timely and high quality advice on communications and engagement to EPSDD policy and program teams; work collaboratively with a team of communication and engagement professionals; participate in whole-of-government emergency communications in conjunction with relevant directorates.

Note: This is a temporary position available asap until 31 June 2020. 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 demonstrate, in no more than two pages, how you address the Selection Criteria and why you are a good fit for the role. Applications should be sent to jobs@act.gov.au

Contact Officer: Karen Wilden (02) 6207 6196 karen.wilden@act.gov.au

Sustainability and the Built Environment

Climate Change and Sustainability

Carbon Neutral Government

Program Officer

Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 04359)

Gazetted: 22 March 2019

Closing Date: 5 April 2019

Details: A great opportunity exists for a motivated and experienced person with a passion for delivering great service and working with data. The Carbon Neutral Government team is looking for a flexible, responsive, collaborative and self-directed officer (data management) who is motivated to work within in a fast paced environment. The successful applicant will be responsible for delivering a high quality service to ACT Government stakeholders and coordinating administration of the Enterprise Sustainability Platform (a Whole of ACT Government database containing energy, water and fuel consumption, cost and emissions data). This will include setting up and maintaining data, improving data management processes, assisting ACT government agencies in accessing, analysing and reporting data, developing and administering user training workshops, and managing the project contract and budget. This position requires strong stakeholder management skills, demonstrated experience working with datasets and an ability to analyse data and effectively communicate complex information.

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

How to Apply: Applicants are asked to submit an Application Coversheet, 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.

Contact Officer: Paul Sutton (02) 6207 0270 paul.sutton@act.gov.au

Business Governance and Capability

Governance, Compliance and Legal

Information Management

Freedom of Information and Records Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 43002)

Gazetted: 21 March 2019

Closing Date: 28 March 2019

Details: The role of the Freedom of Information and Records Officer sits within the Information Management team. It requires a motivated and energetic professional to work as part of a team responsible for managing and responding to information access requests, complaints and referrals and assisting Environment, Planning and Sustainable Development Directorate to meet its obligations in relation to information and records management. Under limited direction from the Senior Manager and working collaboratively with colleagues across the Portfolio, the responsibilities of the role include: Supporting the coordination and processing of requests made under the *Freedom of Information Act 2016* and the previous 1989 legislation. Supporting business line areas and

information officers to enable EPSDD's compliance with the requirements of the Open Access Information Scheme. Support with records management requirements for the Directorate and across the Portfolio.

Note: This is a temporary position available until 30 June 2020 with the possibility of extension. 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 a written application addressing the selection criteria limiting responses to 350 word per criteria, along with an Application Coversheet and your current Curriculum Vitae, listing two referees and their contact details.

Contact Officer: Ros Malouf (02) 6207 5335 ros.malouf@act.gov.au

Sustainability and the Built Environment

Urban Renewal

Urban Renewal Executive

Executive Assistant

Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 34694)

Gazetted: 25 March 2019

Closing Date: 1 April 2019

Details: The Urban Renewal Division of Environment, Planning and Sustainable Development (EPSDD) is looking for an adaptable, motivated and highly organised person to fill the role of Executive Assistant to the Executive Group Manager and Executive Branch Manager. The successful applicant will have demonstrated experience in the provision of high-level administrative support, including diary management and the arrangement of a daily schedule, secretariat duties and have proficiency in the Microsoft Office Suite and Records Management Systems. The successful applicant will be required to liaise with a range of stakeholders whilst maintaining a high level of confidentiality and discretion.

Note: Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes. 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: Applicants should provide a pitch in response to the following questions: 1) Provide details of your recent experience working in an Executive Assistant role (maximum 250 words); 2) Provide details of how you manage competing priorities in your day to day working environment (maximum of 250 words). Applicants should also provide a completed Application Coversheet with their pitch and a current Resume including the details of two referees.

Contact Officer: Chloe Howorth (02) 6205 0402 chloe.howorth@act.gov.au

Planning, Land and Projects

Major Projects - City

Planning Policy Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 13601)

Gazetted: 27 March 2019

Closing Date: 10 April 2019

Details: An excellent opportunity exists in the Building, Design and Projects branch for a motivated self-starter to fulfil the role of Planning Policy Officer. The successful applicant will work in a dynamic multi-disciplinary team delivering major projects and policies with a city centre focus. This will require a demonstrated understanding of contemporary best-practice approaches to planning and design including their applicability in a Canberra context; demonstrated aptitude for research and analysis; well-developed oral and written communication skills; and the ability meet deadlines, manage competing priorities, support strong working relationships with internal and external stakeholders and capably represent the directorate in a range of forums.

Eligibility/Other Requirements: Tertiary qualifications in Urban Planning, Urban Design or another relevant professional area are highly desirable.

Note: 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 email to jobs@act.gov.au: An Application Coversheet, a written application of no more than two pages, addressing the Selection Criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Contact Officer: Suzanne Jurcevic (02) 6207 3317 suzanne.jurcevic@act.gov.au

Environment

Heritage

ACT Heritage

Conservation and Grants Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 16111)

Gazetted: 27 March 2019

Closing Date: 16 April 2019

Details: ACT Heritage is looking for a suitably qualified Conservation and Grants Officer to assist in the provision of heritage advice on conservation, planning and development matters. The position also coordinates the ACT Heritage Grants Program. The position would suit a professional with experience in and knowledge of heritage conservation and management principles, and their application in a statutory context.

Eligibility/Other Requirements: Strong project management including administrative skills are required, as are excellent time management and communication skills. The successful applicant will be able to demonstrate strong teamwork skills, as well as an ability to work independently.

How to Apply: Please email to jobs@act.gov.au: An Application Coversheet, 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.

Note: 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.

Contact Officer: Jennifer Oconnell (02) 6207 2179 jennifer.oconnell@act.gov.au

Land Strategy and Environment

Land Economics and Strategy

Manager

Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 40320)

Gazetted: 26 March 2019

Closing Date: 9 April 2019

Details: Are you passionate about sustainable land development? Are you seeking an opportunity in which you'll make a critical and positive contribution to the ACT's economy? The position of Manager, Land Economics and Strategy needs a passionate and dedicated individual, committed to working collaboratively with Government policy and commitments, and a wide range of stakeholders to develop strategic advice on complex land use and land development issues, including: site identification processes; and the Government's Land Release Program. The key capabilities required for the role include the ability to provide high quality research, analysis and advice on land use issues, prepare complex briefings and correspondence on a range of matters, particularly leading the development of Cabinet Submissions and deliver major policy and project outcomes. We are seeking a dynamic and enthusiastic person who has strong skills and experience suitable for a land use, planning and policy development environment.

Eligibility/Other Requirements: Tertiary qualifications in economics, land economics or a related field would be advantageous.

Note: This is a temporary position available as soon as possible for six months with the possibility of extension. 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: An Application Coversheet, a written application addressing the Selection Criteria, along with your current Curriculum Vitae, listing two referees and their contact details. To apply for the role, please email to jobs@act.gov.au

Contact Officer: Kathy Cusack (02) 6205 0204 kathy.cusack@act.gov.au

Business, Governance and Capability

People and Capability

People Services

Manager, People Services

Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 15225)

Gazetted: 25 March 2019

Closing Date: 8 April 2019

Details: An opportunity exists for a highly motivated and results driven individual to join Environment, Planning and Sustainable Development People and Capability team. The People and Capability Branch supports the Directorate, the Suburban Land Agency and City Renewal Authority (the Portfolio) through a broad range of strategic Human Resource (HR) management functions that create, foster and grow a culture of high performance, excellence and integrity within the Portfolio. We are responsible for functions and services relating to: Culture and employee engagement; HR policy and guidance; Learning and development; Workplace health, safety and wellbeing; Diversity and inclusion; Workforce planning and recruitment; Performance support; and Workplace, industrial and employee relations. The People Services section manages, in partnership with ACT Shared Services, the delivery of a range of human resources programs focusing on highly responsive and consistent levels of service to both our internal and external customers. This role requires a team member who has excellent communication and organisational skills, highly developed interpersonal skills and an ability to manage competing priorities in a fast paced and multi-tasked environment.

Note: This is a temporary position available as soon as possible to 02 January 2019 with the possibility of extension up to less than 12 months or permanency. Selection may be based on application and referee reports only. An order of merit may be established to fill future vacancies at level over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: An Application Coversheet, a written response addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details. Contact Officer: Myfanwy Greenwood (02) 6205 8496 myfanwy.greenwood@act.gov.au

Engagement and Executive Support

Communications and Engagement

Senior Communications and Engagement Officer

Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 42972)

Gazetted: 22 March 2019

Closing Date: 5 April 2019

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) Communications and Engagement team is looking for a motivated, experienced communicator who can deliver high-quality communication and education campaigns for the Territory Plan Review, Building Quality project and Strata Reform projects. If this sounds like you, under limited direction, you will: Develop and implement major communication and education campaigns on planning topics; plan and oversee the development of digital communication materials such as videos, websites and social media; liaise with a range of stakeholders including the Ministers offices, executives and members of the local community; provide coherent, timely and high quality advice on communications and engagement to EPSDD policy and program teams; provide high level support to the Community Engagement Manager; participate in whole-of-government emergency communications in conjunction with relevant directorates.

Note: This is a temporary position available asap until 31 June 2020. 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 demonstrate, in no more than two pages, how you address the Selection Criteria and why you are a good fit for the role. Applications should be sent to jobs@act.gov.au

Contact Officer: Karen Wilden (02) 6207 6196 karen.wilden@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

Conservation Research

Senior Ecology - Fauna

Senior Professional Officer Grade C \$100,462 - \$108,140, Canberra (PN: 11028)

Gazetted: 27 March 2019

Closing Date: 7 April 2019

Details: Would you like to work in a dynamic science team in the Environment Division of ACT Government? We are looking for a committed and enthusiastic Ecologist to lead programs and partner with the community to conserve and enhance the biodiversity of the ACT. Your primary role will be to provide scientific oversight and advice for research programs, environmental policy, and land management and planning, to conserve and enhance the ACT's native terrestrial fauna (including threatened species) and habitat. The successful applicant will undertake robust research and analysis, provide clear, concise and practical advice and lead pragmatic evidence-based conservation programs. The role will be largely office-based but will also involve undertaking ecological fieldwork in remote locations and under adverse weather conditions.

Eligibility/Other Requirements: 1) A minimum of Bachelor-level university degree in a field of Zoology, Environmental Management or Biological Science, preferably including studies in Ecology and Conservation of Terrestrial Fauna and Ecosystems. 2) A current manual driver's licence. 3) Willingness to undertake field work, work independently in remote locations, outside normal hours and in adverse weather conditions. Other eligibility criteria are outlined in the selection documentation.

Note: 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 email to jobs@act.gov.au: an Application Coversheet, a written application addressing the Selection Criteria limiting responses to 350 words per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Contact Officer: Margaret Kitchen (02) 6207 7623 margaret.kitchen@act.gov.au

Climate Change and Sustainability

Climate Change Policy

Senior Climate Change Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39279)

Gazetted: 21 March 2019

Closing Date: 4 April 2019

Details: The Climate Change Policy Team is seeking a dynamic and experienced officer to support the development and implementation of climate change policy. The Senior Climate Change Policy Officer, will work as part of a small project team and under limited direction: Provide high quality policy advice and briefing materials to the ACT Government on climate change issues and solutions. Lead and contribute to areas of climate change policy development and implementation and manage projects as required. Supervise staff and provide support to the manager of the Section as required. Liaise with the local community and stakeholder groups, as well as State, Territory and Commonwealth governments. Initiate, negotiate and manage contracts and procurement processes. Represent the Directorate in presentations and engagement activities. Maintain records in accordance with the *Territory Records Act 2002*.

Note: This is a temporary position available until 30 June 2020 with the possibility of extension. Selection may be based on application and referee reports only. Please note, this position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a written application addressing the selection criteria limiting responses to 350 words per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Contact Officer: Antonio Mozqueira (02) 6205 4820 antonio.mozqueira@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

Legislation, Policy and Programs

Restorative Justice Unit

Indigenous Convenor

Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 24436)

Gazetted: 26 March 2019

Closing Date: 7 April 2019

Details: An exciting opportunity exists within the ACT's Restorative Justice Unit (RJU) for the role of Indigenous Convenor. Restorative Justice is a process where parties with a stake in a specific offence collectively resolve how to deal with the aftermath of the offence and the implications for the future. In the ACT, the *Crimes (Restorative Justice) Act 2004* sets out the principles and goals that guide restorative justice processes in ways that promote safe and satisfying conferencing for people affected by crime. The Restorative Justice unit is the dedicated government agency responsible for assisting the voluntary personal engagement of the people affected by a crime (victims, offenders, their families and the community) to provide a social context for addressing crime, its impacts and how to put things right. The ideal applicant will have a sound knowledge of restorative justice principles and processes; a sound knowledge of the broader criminal justice system and its impacts on offenders and victims, a sound understanding of culture and issues that affect First Nations people especially around the criminal justice system; understanding of and the commitment to contribute to reducing the over representation of Aboriginal and Torres Strait Islander people in the criminal justice system; the ability to develop rapport and relationships with a victim, offender, their supporters and the Canberra community; excellent communication and conflict resolution skills; the ability to manage strong emotions in group processes, and the ability to adhere to the principals of restorative justice to encourage outcomes that are safe, ethical and constructive. The person in this role is expected to work collaboratively, providing support for other convenors and demonstrate an understanding of the person-centred client service restorative justice provides along with principles of workplace diversity, participative work practices and occupational health and safety. The successful applicant will have the ability to liaise sensitively and effectively with Aboriginal and Torres Strait Islander people and must have a strong empathy and understanding of the impacts on clients exposed to trauma and violence. As the unit is expected to move into phase three in 2018, (conferencing cases that may include domestic violence and sexual assault), it is advantageous for the applicants to have experience and/or qualifications in these complex areas.

Eligibility/Other Requirements: A *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. A current driver's licence is required.

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

How to Apply: Applicants for this position need to write to the Selection Criteria (no more than one page per criteria response) and send this along with their current Curriculum Vitae to jobs@act.gov.au. Please provide the names and contact details of three referees including your current or most recent supervisor.

Contact Officer: Amanda Lutz (02) 6207 0041 amanda.lutz@act.gov.au

Corporate

Governance

Governance, Coordination and Reporting

Freedom of Information Officer

Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 39801)

Gazetted: 25 March 2019

Closing Date: 8 April 2019

Details: The Governance and Business Improvement team are seeking applications for the role of Freedom of Information Officer. The successful applicant will assist in preparing responses to requests for information made

under the *Freedom of Information Act 2016* including interpret and apply the provisions of this and other relevant legislation such as the *Health Records (Privacy and Access) Act 1997*, the *Information Privacy Act 1988*, the *Children and Young People Act 2008*, *Adoption Act 2003*, *Housing Assistance Act 2007* and the *Human Rights Act 2004*. The successful applicant must be able to maintain confidentiality in all aspects of the work and deal sensitively with issues as they arise as well as provide support to the Senior Freedom of Information Officer with research and administrative assistance to ensure required timelines are met.

Note: This is a temporary position available till 30 June 2020 with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit your Selection Criteria, current Curriculum Vitae and the names and contact details of two referees to jobs@act.gov.au

Contact Officer: Lauren Callow (02) 6213 0762 lauren.callow@act.gov.au

Legislation, Policy and Programs

Criminal Law Group

Director

Legal 2 \$135,195 - \$140,752, Canberra (PN: 42758)

Gazetted: 26 March 2019

Closing Date: 2 April 2019

Details: Legislation, Policy and Programs is seeking a highly motivated Director to head up its Criminal Law Group. The team is responsible for Criminal Law Policy and Legislation in the ACT. The Director provides high level advice and support to Government and the ACT Public Service on questions of criminal law, practice and policy including matters relating to forensic procedures, family violence, terrorism laws, sentencing, bail, criminal offences, concepts of criminal responsibility and police powers; develops and delivers complex legislation relating to criminal law matters; liaises with and manages relationships with stakeholders; and represents the Directorate at a high level.

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

How to Apply: Interested applicants should submit an Application Coversheet, written application of two pages addressing the Selection Criteria, and current Curriculum Vitae listing two referees to jobs@act.gov.au.

Contact Officer: Victor Martin (02) 6205 0245 victor.martin@act.gov.au

Parliamentary Counsel's Office

Assistant Parliamentary Counsel 2

Assistant Parliamentary Counsel 2 \$135,195 - \$140,752, Canberra (PN: 42296, Several)

Gazetted: 25 March 2019

Closing Date: 8 April 2019

Details: The ACT Parliamentary Counsel's Office is seeking experienced legislative drafters to join its drafting team. As an Assistant Parliamentary Counsel 2 (APC2), you must be admitted to practice as a legal practitioner in the ACT, a State or another Territory. APC2s are required to draft bills and subordinate legislation for the ACT Government and non-executive members of the ACT Legislative Assembly, and to provide related legislative advice. To be successful in the role, you need a well-developed knowledge of the general law, the law of statutory interpretation and relevant constitutional, criminal and public law, be able to lead and manage drafting projects, and draft complex legislation. You will be detail-focused, and able to draft complex concepts clearly and unambiguously. 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 for filling future identical vacancies within the next 12 months from this process.

How to Apply: Please provide an Application coversheet, including contact details for two referees, your resume (no more than six pages) and a short statement (no more than two pages) outlining how your skills, knowledge and capabilities make you an ideal candidate for the role. You should consider the duties of the position and the capabilities required to perform the position in drafting your statement. Your application should be sent to jobs@act.gov.au.

Contact Officer: David Metcalf (02) 6205 3779 david.metcalf@act.gov.au

ACT Emergency Services Agency

Governance and Logistics

Finance and Budgets

Senior Manager, Finance and Budgets

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 42998)

Gazetted: 22 March 2019

Closing Date: 5 April 2019

Details: ACT Emergency Services Agency (ESA) is looking for a Director, Finance and Budgets who is comfortable with change and has a track record of providing a high level of financial services. This position provides significant 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. Governance and Logistics is about 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 Director, Finance and Budgets in Governance and Logistics. A collaborative, solutions-focused team member with excellent financial management, communication and organisational skills is required. The successful applicant will report directly to the Executive Branch Manager and has responsibility for the management of the finance team.

Note: An order of merit will be established for filling identical vacancies within the next 12 months from this process.

Eligibility/Other requirements: a strong background in finance and budgets delivering complex financial solution will be highly desirable. Certified Practising Accountant (CPA) qualification or studying towards a CPA is preferred.

How to Apply: If you're interested in the role, please send through a two page pitch with your curriculum vitae, Application Coversheet and contact details of at least two referees to jobs@act.gov.au. 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. Suitability for this position will be assessed on your behaviour, knowledge and skills in relation to the duties/responsibilities listed in the position description.

Contact Officer: Robyn White (02) 6207 5279 robyn.white@act.gov.au

Transport Canberra and City Services

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

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

Chief Operating Office

Innovation and Customer Experience

Innovation and Data Analytics

Innovation Lead

Technical Officer Level 3 \$69,148 - \$78,145, Canberra (PN: 15599)

Gazetted: 25 March 2019

Closing Date: 1 April 2019

Details: Innovation and Customer Experience Branch is responsible for continually improving services and implementing innovative programs to deliver services and information to the Canberra Community. The Innovation, Data and Analytics (IDA) Team is an enabling unit for reform and innovation across TCCS. IDA is seeking applications from highly motivated and committed people to fill the role of Innovation Lead. This role is critical in the delivery of business process improvement opportunities through the development of specialist tools and

systems in the aid of data manipulation, business intelligence, visualisation, automated processes and geospatial information. It is a very diverse and unique role in that it allows end-to-end involvement from identifying issues, problem solving and implementation of a solution. This could include solving complex policy problems through data driven analytics or producing a product to streamline business processes. The role of Innovation Lead is also responsible for the coordination of data related programs, frameworks and working groups.

Eligibility/Other Requirements: Tertiary qualification in a relevant field such as Statistics, Mathematics, Engineering or Computer Science is highly desirable. Relevant experience in the role of Innovation Lead or Data Analysis would be an advantage. Relevant experience in Geospatial systems is required.

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

How to Apply: Applicants are asked to supply an Application Coversheet, 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 must be submitted to jobs@act.gov.au

Contact Officer: Nathan Urban (02) 6207 6883 nathan.urban@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.

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

Deputy CEO

Executive Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 42940)

Gazetted: 21 March 2019

Closing Date: 4 April 2019

Details: The Suburban Land Agency is seeking a committed and enthusiastic officer with excellent organisational, coordination and communication skills to provide Executive Assistant support to the Deputy CEO and Executive Director Built Form and Divestments and their teams. This position will provide a range of high level confidential administrative support functions including diary management, arranging and scheduling appointments and meetings, screening telephone calls, travel and accommodation arrangements, booking fleet cars, and ensuring correspondence, emails and enquiries are dealt with promptly and efficiently. This position will also work closely with the SLA's Executive Officer and Officer Manager, including effectively coordinating a diverse range of matters submitted for Executives' consideration, identifying matters that need to be referred to others for further information, or that need to be brought to the urgent attention of the Executives. Applicants should have demonstrated experience working as an Executive Assistant in a Government environment.

Note: This is a temporary position available until 30 June 2019 with the possibility of extension. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide an Application Coversheet, 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.

Contact Officer: Ruth Price (02) 6205 0278 ruth.price@act.gov.au

Program Solutions

Sales and Client Services

Sales Administration Officer

Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 33034)

Gazetted: 22 March 2019

Closing Date: 29 March 2019

Details: Are you a self-driven person who is passionate about sales of land or property? Do you have great attention to detail and love helping with administration? As part of a great team, the responsibility of Sales Administration Officer will be to provide support to the sales team (and possibly marketing as required) and provide high level customer service to our clients and stakeholders. We would need you to have the ability to communicate efficiently and effectively with influence, work under pressure, on multiple projects and within tight timeframes. You will have efficient data entry skills and be able to support the team members in Sales and Client Services. We are seeking a person with a 'can do' attitude who has an enthusiastic and client focussed approach. This would be supported by your strong administration skills and ability to maintain and manipulate data for reporting purposes. Client service experience particularly in a land sales environment. Understanding of ACT Government legislative frameworks in relation to land development and sales activities and processes. Understanding of the land/property development market, particularly in terms of marketing and sales.

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

Note: This is a temporary position available asap until 20 December 2019 with possibility of extension up to less than 12 months. This position will be required to occasionally work after hours and on weekends and will be often be required to wear a uniform. This position will be required to occasionally work after hours and on weekends. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications are sought from potential candidates and should include a statement of no more than five pages outlining experience and/or ability against the Selection Criteria, contact details of at least two referees and a current Curriculum Vitae.

Contact Officer: Tracy Mayo (02) 6205 4062 tracy.mayo@act.gov.au

Program Solutions and Operations

Online Systems Specialist

Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 33732)

Gazetted: 26 March 2019

Closing Date: 9 April 2019

Details: The Suburban Land Agency is calling for a talented digital marketing expert to join our team on a short term contract. Our Online System Specialist will be responsible for developing and maintaining all of the Suburban Land Agency's digital assets, including its website and social media pages. We are looking for someone with experience in managing websites and creating and maintaining content via content management systems and various social media pages. This role will require someone who can analyse our backend data and respond with relevant and interesting content plans which will engage our key audiences and demographics.

Eligibility/Other Requirements: The online system specialist will have at least three years' experience working in a studio setting, either in a Government, or agency setting.

Note: This is a temporary vacancy from 1 May 2019 to 26 June 2019 with the possibility of extension. This position is available to ACT Public Service employees only. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

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

Contact Officer: Anthony Bailey (02) 6205 9543 anthony.bailey@act.gov.au

Applications should be sent to the Contact Officer.

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

**Clinical Services
Medical Services)**

Cardiology

**Clinical Cardiac Electrophysiology Registrar (Part time)
Registrar year 1 \$98704pa pro-rata, Canberra (PN: TBA)**

Gazetted: 28 March 2019

Closing Date: 11 April 2019

The Department of Cardiology at The Canberra Hospital is the tertiary referral centre for cardiac services in the ACT and Southern NSW region. The department is a high volume non-invasive and interventional cardiology centre. It performs the full range of non-invasive cardiology which includes transthoracic (2D and 3D), transoesophageal, stress and contrast echocardiography. Our two modern cardiac catheter laboratories perform in excess of 1500 diagnostic coronary angiograms, 700 coronary interventional procedures including 150 primary PCI for acute STEMI and 300 cardiac pacemakers, ICD and CRT device implants annually. Our 15 bed coronary care unit has 1800 admissions annually. The CCU is closely linked to the chest pain evaluation unit (CPEU) with 1200 assessments per year. The department is closely linked to the cardiothoracic surgical unit which performs 300 open heart surgical procedures annually. There is a dedicated heart failure clinic for chronic disease management. Cardiac CT services commenced in April 2017. The department participates actively in numerous multi-centred clinical trials and has regularly presented intramural research at the Annual Scientific Meeting of the Cardiac Society of Australia and NZ. The department has 12 Cardiologists with 3 Advanced Trainees in Cardiology. Cardiac electrophysiology services will commence formally in mid-2018. The Clinical Cardiac Electrophysiology registrar is a 12 to 24-month position offered to trainees who have completed all of the requirements of Advanced Training in Cardiology or its equivalent. The focus of the year is an in-depth exposure to cardiac electrophysiology, in order to build on learning from the previous electrophysiology rotations in the 3 years of Advanced Training in Cardiology or its equivalent. After each procedure and rotation, the registrar will receive results of their evaluation and performance through informal verbal feedback from preceptors. The registrar will be formally evaluated by consultant electrophysiologist on a 6-monthly basis, which includes a 360-degree evaluation from other consultant staff on an annual basis. Each week will be composed of dedicated time spent in EP lab, outpatient clinics and research. This flexibility allows alteration in the registrar's time commitments to allow concentration on areas of interest or specific educational needs. It is anticipated that approximately 60% of the registrar's time will be spent in the electrophysiology laboratory, 20% in the various in-patient and outpatient settings, and 20% in research. Eligibility/Other Requirements: MBBS degree or equivalent and general registration or eligible medical registration with the Australian Health Practitioner Regulation Agency (AHPRA). FRACP Written and Clinical Exam or equivalent. Current Basic Life Support and Advanced Life Support certificate. Contact Officer: A/Prof Rajeev Kumar Pathak 5124 3765 rajeev.pathak@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment>

Clinical Services

Medicine

Chronic Disease

Chronic Care Nurse

Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 18111, several)

Gazetted: 28 March 2019

Closing Date: 11 April 2019

Details: About us: Canberra Health Services 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 provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities.

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: The Register Nurse 2 (RN2) roles work across the Obesity Management Service (OMS) and the Chronic Care Program (CCP).

The Obesity Management Service uses an interdisciplinary approach to improve the health and wellbeing of adult patients with class III obesity which is defined as a Body Mass Index (BMI) of 40kg/m² and over. The Service is medically led and the team also includes Dietitians, Psychologists, Exercise Physiologists and Registered Nurses.

The clinical service prepares and supports individual Obesity Management Plans for patients focusing on improving patient risk factor profiles and wellbeing through group education sessions, physical activity guidance, nutrition interventions, psychological and community support. Weight loss surgery will also be considered for patients within the service. The service is located at Belconnen Community Health Centre and operates Monday to Friday.

The Chronic Care Program provides support services for people living in the community who have had several hospital admissions or Emergency Department presentations related to their chronic condition. Person centred care plans are developed in conjunction with the patient to improve their health and wellbeing, and assistance provided to navigate and engage with the health system. The Chronic Care Program includes Care Coordination Service, Advance Care Planning Service and Home Telemonitoring Service. This program is located at the Canberra Hospital and operates Monday to Friday. A large proportion of clinical work for this program occurs in the patient's home.

The RN2 roles are responsible for providing a range of duties in both the OMS and CCP as directed by the CCP Manager/Clinical Nurse Consultant. These duties are listed below.

The successful applicant will have excellent communication and interpersonal skills, with a strong focus on quality improvement and service delivery. This is an exciting role within a vibrant multidisciplinary team.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

It is desirable that the successful applicant has clinical experience in chronic disease management, general medicine, and acute medical nursing and/or ambulatory care.

Holds or is working towards a post graduate qualification relevant to Nursing

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Comply with CHS credentialing requirements for allied health professionals

Comply with CHS Occupational Assessment, Screening and Vaccination policy

Note: There is one permanent position and several temporary positions available as soon as possible to February 2020 with the possibility of extension. Part-time hours will be considered. An order of merit may be established to fill similar future vacancies both temporary and permanent, which may occur in the next 12 months. Selection may be based on application and referee reports only.

Contact Officer: Maureen O'Brien (02) 5124 8735 maureen.o'brien@act.gov.au

Clinical Services

Medicine

Department of Respiratory and Sleep Medicine

Respiratory Educator

Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 22515)

Gazetted: 28 March 2019

Closing Date: 11 April 2019

Details: About us: 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.

Overview of the work area and position: The Canberra Health Services Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. An exciting opportunity exists for an enthusiastic and suitable qualified Registered Nurse within the Department of Respiratory and Sleep Medicine. Our service delivery operates from the Canberra Hospital and Health Services campus and provides nursing services to both inpatient and outpatients for Tuberculosis (TB) case management, TB employment screening, smoking cessation, asthma education, Cystic Fibrosis and supporting the Medical Officers (MO) clinics. The primary role of this position is of an Asthma Educator as well as supporting the MO's clinics.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

Holds a current licence to drive a car in Australia

Holds or is progressing towards a postgraduate qualification relevant to the area would be an advantage

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Comply with CHS Occupational Assessment, Screening and Vaccination policy

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

Note: This is a temporary position available from March 2019 for a period of 12 months with the possibility of extension.

Contact Officer: Amor Seastres (02) 6244 2702 amor.seastres@act.gov.au

Clinical Services

Cancer, Ambulatory and Community Health Support

Cancer Rapid Assessment Unit

Cancer Rapid Assessment Unit, Registered Nurse

Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 37602)

Gazetted: 28 March 2019

Closing Date: 11 April 2019

Details: About us: 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.

CHS provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of CHS' Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework.

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

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

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities.

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

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Overview of the work area and position: The division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative

care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across CHS.

The Cancer Rapid Assessment Unit provides an alternative to presentation at the emergency department for eligible patients seeking urgent attention for cancer or cancer treatment related symptoms and is open Monday to Friday 8am- 6pm.

The Registered Nurse works under the direction of the Nurse Practitioner in providing a co-ordinated approach in the assessment, management and education of patients who present to the Cancer Services Rapid Assessment Unit. This includes the identification of patients presenting with Oncological Emergencies, the correct treatment and educational needs for individual patients and their families.

Eligibility/Other Requirements

Mandatory:

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

Prior to commencement successful candidate will be required to:

Undergo a pre-employment Police check.

Comply with CHS Occupational Assessment, Screening and Vaccination policy

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

Contact Officer: Julie O'Rourke (02) 5124 3510 julie.o'rourke@act.gov.au

Clinical Services

Women, Youth and Children

Women and Babies

Preterm Birth Midwife

Registered Midwife Level 2 \$91,910 - \$97,413, Canberra (PN: 42228)

Gazetted: 28 March 2019

Closing Date: 11 April 2019

Details: About us:

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

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

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

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

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.

The Division of Women, Youth and Children offers a range of primary, secondary and tertiary services across the acute and community-based sectors. This position is within the maternity services unit at the Centenary Hospital for Women and Children, at The Canberra Hospital.

Overview of the work area and position:

The Maternity Department at the Centenary Hospital for Women and Children provides holistic, evidence-based quality care and advocacy for all women and babies in the ACT and surrounding areas with acute and chronic health needs.

The service is family centered, as we understand that the family is central to the successful delivery of health care. We believe in respect for mother, baby and their family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy. The environment is breast feeding friendly and we provide a safe, functional and comfortable work environment for all those that work here. We provide family-based care with an emphasis on partnership with families at this important time. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Maternity and Gynaecology.

Under the direction of the Clinical Midwifery Manager and working collaboratively with the Fetal Medicine Unit, the Registered Midwife will assist in the management, coordination and delivery of care to women during

pregnancy found to be at risk of preterm labour through cervical surveillance screening; including monitoring of smoking cessation in both the preterm clinic and in the antenatal clinic. The registered midwife will also facilitate and support the development, orientation and supervision of new staff and students and acts as a role model to promote evidence-based practice.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Sound understanding and previous experience providing clinical assessments and triaging written and/or telephone referrals.

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

Undergo a pre-employment Police check.

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

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

Note: This is a part-time position working 20 hours per week in business hours and the full-time salary noted above will be paid pro rata.

Contact Officer: Penny Maher (02) 5124 7392 penny.maher@act.gov.au

Clinical Services

Cancer, Ambulatory and Community Health Support

Cancer Allied Health

Social Worker

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 14822)

Gazetted: 28 March 2019

Closing Date: 11 April 2019

Details: About us: 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.

CHS provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high-quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities and aligning them with CHS's Territory Wide Services Framework.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities.

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

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

Rehabilitation Aged and Community Care team (RACC) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The

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

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

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

Eligibility/Other Requirements:

Tertiary qualifications in Social Work

Membership or eligibility for membership of the Australian Association of Social Workers,
A minimum of three years (desirable five years) experience post qualification in Social Work

Desirable:

Current driver's licence

Previous hospital or health experience

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Comply with CHS credentialing requirements for allied health professionals

Comply with CHS Occupational Assessment, Screening and Vaccination policy

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

Note: This position may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. An order of merit may be established to fill future vacancies at level over the next 12 months. While the advertised position is full-time position, reduced hours may be considered. Selection may be based on application and referee reports only.

Contact Officer: Melissa O'Brien (02) 5124 8557 melissa.o'brien@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation, Aged Care and Community Care

Older Persons Mental Health Community Team, Health Professional

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 25962)

Gazetted: 28 March 2019

Closing Date: 11 April 2019

Details: About us: 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.

CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for Canberra Hospital and Health Services (CHHS) which includes ensuring the delivery of CHS's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework.

CHHS provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

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

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

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities.

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

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

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

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

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

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

This is a senior clinical position that will sit within any of the three sub teams providing direct person-centred care. At this level the Health Professional 3 (HP3) will provide mental health services to people who present with highly complex mental health conditions, including the provision of advanced assessment, recovery planning, clinical coordination and therapeutic interventions to achieve sound outcomes for people, under minimal supervision. The HP3 will contribute their expertise to the multidisciplinary team, provide supervision to staff at Levels HP2 and 1 and support the Team Leader in change processes. The HP3 will undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements:

Mandatory:

Applicants must have at least three years but preferably at least five years of paid, professionally relevant work and completed all other relevant professional requirements.

For professionals bound by professional registration, all registration requirements must be fulfilled and registration awarded

For Occupational Therapy:

Registration as an OT with Australian Health Practitioner Regulation Agency (AHPRA)

For Psychology:

Registration with Australian Health Practitioner Regulation Agency (AHPRA)

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

Desirable:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Comply with CHS credentialing requirements for allied health professionals

Comply with CHS Occupational Assessment, Screening and Vaccination policy

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

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

Contact Officer: Kylie Henson (02) 5124 1980 kylie.henson@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Social Worker, Occupational Therapist, Psychologist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 40905)

Gazetted: 28 March 2019

Closing Date: 11 April 2019

Details: About us:

Canberra Health Services 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 Service is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for Canberra Hospital and Health Services (CHHS) which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with Canberra Health Service's Territory Wide Services Framework.

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

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

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

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

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

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

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

Rehabilitation and Specialty Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS),

Justice Health Services

Overview of the work area and position:

The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services.

The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24 hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health

service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental

health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, ensuring that the teams practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life threatening risks for people calling the service.

The successful candidate will work under the supervision of Senior Clinicians to conduct phone and office based triage assessments, of persons who require mental health care. This work will primarily be based in the Belconnen Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres.

The role involves participating in a team to produce quality outcomes for the Canberra community, discussing planned care interventions in a multidisciplinary environment. This role will involve computer and phone work as well as face to face contact with persons from the community.

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

Eligibility/Other Requirements:

Mandatory Qualifications:

For Occupational Therapy:

Be registered or eligible for registration with Occupational Therapy Board of Australia,
Eligibility for professional membership of Occupational Therapy Australia,
Applicants must have a minimum of three years (ideal five years) post qualification experience,
Current driver's licence.

For Psychology:

Be registered or be eligible for general registration with Psychology Board of Australia,
Applicants must have a minimum of three years (ideal five years) post qualification experience,
Current driver's licence

For Social Work:

Degree in Social Work,
Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW),

Applicants must have a minimum of three years (ideal five years) post qualification experience,
Current driver's licence.

Prior to commencement successful candidates will be required to:

undergo a pre-employment Police check.

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

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

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

Note:

This is a temporary position available for a period of 12 months. There may be some driving involved in this role and the successful candidate will be expected to work on a 38 hour, seven day per week 24 hour rotating roster.

Contact Officer: Julie Hanson (02) 6205 3266 julie.hanson@act.gov.au

Clinical Services

Medicine

Resources

Senior Sleep Scientist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 32937)

Gazetted: 28 March 2019

Closing Date: 4 April 2019

Details: About us

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

Canberra Health Services is committed to the delivery of person and family centred, safe and high-quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities and aligning them with Canberra Health Services's Territory Wide Services Framework.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

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

The Sleep Disorders Unit (SDU) is part of the Department of Respiratory and Sleep Medicine (DRSM) based in the Division of Medicine. The SDU provides 24-hour clinical services to patients for the assessment and management of sleep disorders. The Health Professional Level 3 (HP3) Senior Sleep Scientist role working in conjunction with the Team Leader, oversees high quality services in keeping with national accreditation standards in the diagnosing and management of sleep disorders. The role may involve evening, overnight and day shifts on a rotating roster basis as part of a multidisciplinary team. The role supervises and provides training of staff and oversees student placements and facilitates quality management systems in SDU.

In Canberra Health Services, the sleep science profession is part of the Clinical Measurement Science (CMS) disciplines. The other CMS disciplines are cardiac science, clinical neurophysiology, and respiratory science. Scientific staff employed across CMS work under a collective vision; Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence. The Canberra Health Services. Clinical Measurement Sciences Competency Framework outlines the knowledge, skills, behaviours and attributes required of all scientific staff in order to fulfil this vision, and aligns with the Canberra Health Services values of care, excellence, collaboration and integrity. The CMS competency framework consists of five generic competency domains that allow for consistent application across all of the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and Professional Development.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications or equivalent in health science/human physiology and eligibility for membership of the Australasian Sleep Technologists Association (ASTA).

Proficiency in Polysomnography data analysis as per the American Academy of Sleep Medicine (AASM), Australasian Sleep Association (ASA) and Australasian Sleep Technologists Association (ASTA) guidelines. Proficiency in conducting Level 1 diagnostic, Continuous Positive Airway Pressure (CPAP) and Non-Invasive Ventilation (NIV) studies such as Bi-Level ventilation and/or Servo-Adaptive Ventilation titration polysomnography (PSG).

Shift Work – have the ability to work independently up to a 12 hour overnight shift as part of operational requirements.

On-call Roster – to be available and provide support to evening and overnight shifts including being recalled back to work as required.

Desirable:

Post-graduate qualifications in Sleep Medicine and/or professional credential from the Board of Registered Polysomnographic Technologists.

Experience and qualifications in training of students and new graduates to the discipline.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

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

Comply with Canberra Health Services credentialing requirements for Allied Health Professionals.

Note:

This is a temporary position available for a period of 14 months with the possibility of extension and/or permanency.

Contact Officer: Derek Figurski (02) 5124 2806 derek.figurski@act.gov.au

Clinical Services

Critical Care

Critical Care Admin

Medical Roster Manager, Emergency Department

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 42916)

Gazetted: 28 March 2019

Closing Date: 4 April 2019

Details: About us

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

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

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

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

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

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

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.

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

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

Overview of the work area and position

The Canberra Hospital Emergency Department is a highly dynamic and skilled multidisciplinary team and aims for excellence in patient care. The Emergency Department at the Canberra Hospital offers a unique, wide-ranging and exciting experience rarely available in a single hospital. We are a large medical team of 28 FACEMs, 3 Senior Registrars, 28 registrars, and multiple other junior medical staff.

The Emergency Department Roster Manager is responsible for the day to day human resource management of the junior medical workforce within the department, this includes; writing rosters, covering shortfalls, adjusting rosters based on skill mix, and completion and submission of approved medical timesheets for payment.

In addition, this role provides administrative support to one of the Staff Specialists including diary management and administrative duties relating to clinical studies that occur periodically throughout each year.

Qualifications and experience:

Mandatory:

Previous rostering experience in a public hospital environment

Knowledge of the relevant Enterprise Agreement

Desirable:

MYSHIFT experience

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note:

This is a temporary position available for 12 months with possibility of permanent appointment. Selection may be based on written application and referee report only.

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

Clinical Services

Cancer, Ambulatory and Community Health Support

Ambulatory Care

Officer Manager

Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 21428)

Gazetted: 28 March 2019

Closing Date: 11 April 2019

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

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

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

In the Division, the Office Manager will work across a range of teams within the Central Health Intake. The Office Manager will be required manage teams, lead improvement projects and work effectively with external and internal stakeholders across various functions and assist in providing high level customer service and ambulatory services.

Eligibility/Other Requirements

Prior to commencement successful candidates will be required to:

Undergo a pre-employment police check.

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

Contact Officer: Bernadette Armati (02) 6205 2339 bernadette.armati@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Business Support Services

Personal Assistant

Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 13661)

Gazetted: 28 March 2019

Closing Date: 11 April 2019

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Overview of the work area and position: Reporting to the Executive Director, Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), this position will provide high level administrative support, including all aspects of Calendar and Inbox management, to assist in the strategic and operational processes required for the Executive Director to undertake their accountabilities.

This also includes the provision of high quality customer service to the consumers and staff of MHJHADS.

Eligibility/Other Requirements

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Desirable:

A current driver's licence is preferred but not essential.

Note: This position may be required to work at various sites, including but not limited to, 1 Moore Street. An Order of Merit may be used to fill future identical permanent vacancies with the next 12 months.
Contact Officer: Michelle Hemming (02) 5124 1099 michelle.hemming@act.gov.au

Clinical Services

Critical Care

Emergency Department

Registered Nurse

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 40513, several)

Gazetted: 28 March 2019

Closing Date: 4 April 2019

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

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

The hospital delivers a full range of medical, surgical, paediatric and obstetric services, including complex procedures in areas such as Intensive Care Unit, Neonatal Intensive Care, Cardiac and Neurosurgery.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

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

The division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department (ED) and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the deteriorating patient program).

Overview of the work area and position

Canberra Hospital's ED is the major tertiary referral and trauma centre for the ACT and surrounding region of NSW. The ED is a 73 bed unit with both acute and non-acute services. ED is patient centred department and provides care for adults and children of all ages, and specialised assessment and treatment for all illnesses and injuries.

Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within Canberra Health Services. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

(a) A Registered Nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field.

Or

(b) A Registered Nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field.

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 and vaccination processes against specified infectious diseases.

Note

There are several temporary positions available for 12 months with the possibility of extension. There are part time and full time availabilities. The part-time positions will be paid pro-rata for the full time salary listed above. Contact Officer: Jennifer Rochow (02) 5124 3753 jennifer.rochow@act.gov.au

Clinical Services

Clinical Support Services

Pharmacy Services

Oncology and Haematology Pharmacist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 33533)

Gazetted: 28 March 2019

Closing Date: 11 April 2019

Details: [About us](#)

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

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

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

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.

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

The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including:

Pharmacy.

Biomedical Engineering

Acute Support Services

Medical Physics and Radiation Engineering

Nursing Operational Support

Overview of the work area and position

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 90 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 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"*

Under the broad direction of the Deputy Director of Pharmacy (Operational – Manufacturing Services) and Senior Oncology Clinical and Operational Pharmacists, the pharmacist will work closely with a team of dedicated and skilled technicians, pharmacists and other healthcare practitioners, to deliver a safe, efficacious and patient centred service. The responsibility of this position is to provide clinical and operational pharmacy services across CHS within the oncology and haematology clinical and operational areas and may include pharmacist support to off-site facilities.

Eligibility/Other Requirements:

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

Post-registration experience of working within the hospital pharmacy setting.

Highly Desirable:

The Society of Hospital Pharmacist of Australia (SHPA) membership.

Current driver's licence.

Completion of the SHPA Foundation Residency Program or portfolio and referee evidence that supports a foundational to consolidation level of pharmacist competence in general clinical and operational areas.

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

Undergo a pre-employment Police check.

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

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

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

Note: The Canberra Health Services (CHS) Pharmacy Department will support the successful HP2 Pharmacist by funding a Specialist Certificate in Cancer Sciences (AU \$6,166.50). The position holder will also integrate into the CHS Pharmacy team and will provide a range of pharmacy services on a rostered basis.

Contact Officer: Sheridan Briggs (02) 5124 2121 sheridan.briggs@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community Mental Health Services

Social Worker, Occupational Therapist, Psychologist

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 40897)

Gazetted: 28 March 2019

Closing Date: 4 April 2019

Details: [About us](#)

Canberra Health Services 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 is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework.

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

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

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

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

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

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

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

Rehabilitation and Specialty Services

Adult Acute Mental Health Services

Adult Community Mental Health Services
Alcohol and Drug Services
Child and Adolescent Mental Health Services (CAMHS), and
Justice Health Services

Overview of the work area and position:

The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services. The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24 hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, ensuring that the teams practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life threatening risks for people calling the service.

The successful candidate will work under the professional supervision of a senior clinician of the same discipline and under the broad supervision of senior clinicians in the team to conduct phone and office based triage assessments of persons who require mental health care. This work will primarily be based in the Belconnen Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres.

The role involves participating in a team to produce quality outcomes for the Canberra community, discussing planned care interventions in a multidisciplinary environment. This role will involve computer and phone work as well as face to face contact with persons from the community. There may be some driving involved in this role and the successful candidate will be expected to work in a 38 hour, seven day per week 24 hour rotating roster.

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

The successful applicant will be employed on a temporary 12 month contract as a Health Professional Level 1. Consideration for ongoing appointment is contingent successful recruitment at a Health Professional Level 2, through a merit selection process.

Eligibility/Other Requirements

Mandatory Qualifications:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia,

Current Passenger Vehicles Driver's License.

For Psychology:

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

Current Driver's License.

For Social Work:

Degree in Social Work,

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

Registration under the *ACT Working with Vulnerable People Act 2011*,

Current Driver's License.

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment Police check.

Note:

This is a temporary position available for 12 months.

Contact Officer: Julie Hanson (02) 6205 3266 julie.hanson@act.gov.au

Clinical Services

Cancer Ambulatory and Community Health Support

Rehabilitation Aged and Community Care Nursing

Clinical Education Nurse Walk-in Centre

Registered Nurse Level 3.1 \$105,372 - \$109,709, Canberra (PN: 18506)

Gazetted: 28 March 2019

Closing Date: 4 April 2019

Details: About us:

Canberra Health Services 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 is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of Canberra Health Services' Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework.

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

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

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

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

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care and Walk in Centres, Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

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

The Walk in Centre's are a primary health service with Advance Practice Nurses and Nurse Practitioners that provide episodic care for minor injury and illness to the ACT community and surrounds. Advanced Practice Nurses provide care to clients, using advanced clinical assessment skills supported by protocols, medication standing orders and clinical decision making.

The successful applicant will work collaboratively and report directly to the WIC Clinical Nurse Manager (CNM) Tuggeranong. The role will be to provide clinical leadership, mentoring and teaching to staff at the ACT Walk-in Centre's and stakeholders.

Eligibility/Other Requirements:

Mandatory:

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

Obtained or working toward a post graduate qualification in nursing education

Current driver's license.

Ability to work across all ACT Walk in Centre's

Minimum of 5 years post graduate nursing experience

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 processes against specified infectious diseases.

Contact Officer: Sashika Maddock (02) 5124 5180 sashika.maddock@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community Mental Health Services

Child and Adolescent Early Response Clinician

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 42115)

Gazetted: 28 March 2019

Closing Date: 4 April 2019

Details: About us

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, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

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

Overview of the work area and position:

The Adult Community Mental Health Service provides assessment and treatment for people who are experiencing moderate to severe mental health issues in the community setting. The ACMHS is made up of multi-disciplinary mental health professionals who provide assessment, crisis management, outpatient treatment and clinical management within a recovery framework.

The Child and Adolescent Early Response Clinician is part of the Mental Health Community Policing Initiative (MHCPI) of the ACMHS program, but has significant links with the Child and Adolescent Mental Health Services including the Choice and Partnership Approach (CAPA) model of care.

The Child and Adolescent Early Response Clinician sits within the Access Mental Health Team and responds onsite to mental health crisis presentations of children and young people when members of ACT Policing and/ or ACT Ambulance are on scene. This role provides timely access to expert mental health assessment for children and young people up until the age of 18 years, and improve coordination between MHJHADS and emergency service providers involved in acute mental health events.

Outside of crisis presentations, the successful applicant will assist the Access Mental Health Team as required.

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

Eligibility/Other Requirements:

Mandatory:

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

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

Must hold a current drivers licence.

Must be registered under the Working for Vulnerable People Act.

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

Desirable:

Experience in working with children and young people.

Experience working with acutely mentally ill people in crisis

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note:

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

Clinical Services

Women Youth and Children's

Women, Youth and Children Community Health Programs

Allied Health Manager

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 28649)

Gazetted: 28 March 2019

Closing Date: 4 April 2019

Details: About us: Canberra Health Services 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.

Overview of the work area and position: Women, Youth and Children Community Health Programs delivers 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 multi-disciplinary context if not by a multidisciplinary team.

An opportunity has arisen for an experienced Social Worker or Psychologist to lead a small and effective team of allied health clinicians. The Allied Health Manager provides operational leadership of the Allied Health team, clinical supervision and leadership of the Early Parenting Counselling Service and maintains a small caseload.

The Allied Health team provides services to children, women and families through the Early Parenting Counselling Service, the Physiotherapy Service and the Orthoptist Secondary Screening Service.

The Early Parenting Counselling Service offers services for parents and families in the antenatal and postnatal period and/or with children under school age who are experiencing emotional, social and psychological difficulties that may impact on the health and wellbeing of the children and family. The Physiotherapy Service sees women during pregnancy or postnatally with musculoskeletal & continence issues related to pregnancy and babies zero to 12 months with head and neck posture concerns or positional foot problems. The Orthoptists provide a secondary vision screening service for children from birth to six years if issues are raised following an initial MACH screen or Kindergarten Health Check.

Eligibility/Other Requirements:

Mandatory:

Degree in Social Work or Psychology and be registered with the Australian Health Practitioner Regulation Agency (AHPRA) or for allied health professions not regulated by National Law be eligible for accreditation with the Australian Association of Social Workers.

Desirable:

Post graduate qualifications in a relevant field are highly desirable

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

Comply with CHS credentialing requirements for allied health professionals

Comply with CHS Occupational Assessment, Screening and Vaccination policy

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

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

Contact Officer: Deborah Colliver (02) 5124 1616 deborah.colliver@act.gov.au

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>

Corporate Services

Strategic Infrastructure and Procurement Division

Strategic Procurement

Strategic Procurement Officer

Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 23871)

Gazetted: 28 March 2019

Closing Date: 11 April 2019

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

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives

Managing demand for and supply of health services across the territory

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy

Preventing, and providing a timely response to, potential public health incidents

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers

Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities

Monitoring and enforcement of public health regulations

Providing public health advice

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.

Overview of the work area and position: The Corporate Group provides a range of corporate and strategic support to clinical service areas in the operational areas of financial management, human resources, procurement, facilities management and business services. This extends to:

Maintaining critical physical and technological infrastructure for public hospitals and health services

Providing financial and business support services

Collating, organising and transforming into information that is communicated to internal and external stakeholders

Providing communications and stakeholder engagement support

Led by a Deputy Director-General, the Corporate Group includes the following key branches and divisions:

Audit, Risk and Compliance

Corporate and Governance

Communications

Digital Solutions Division

Health Infrastructure Services

Health Services Program

People and Culture

Performance, Reporting and Data

Strategic Procurement provide strategic leadership and direction to drive effective, efficient and value-add procurement planning, sourcing and contract management and Asset Coordination for Canberra Health Services and the Health Directorate, aligned with the ACT Governments strategic priorities and business needs.

The Director is responsible for providing strong leadership and managing the strategic, operational and evaluative processes required for the efficient and effective provision of strategic asset management and strategic procurement, including associated training in procurement and contracts management.

Eligibility/Other Requirements

Desirable:

Formal qualifications relevant to the position are highly desirable

Prior to commencement successful candidates will be required to:

Undergo a pre-employment police check

Contact Officer: John Fletcher (02) 5124 9869 john.fletcher@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$69,422 - \$75,169

Kelly Carpenter 858-62944, Section 68(1), 22 March 2019

ORS Inspector 6 \$79,824 - \$91,356

Michael Foster 858-68908, Section 68(1), 26 March 2019

Administrative Services Officer Class 4 \$66,656 - \$72,175

Michelle Francis 858-57950, Section 68(1), 21 March 2019

Administrative Services Officer Class 2 \$55,189 - \$60,941

Ryan Germaney 853-50703, Section 68(1), 27 March 2019

Administrative Services Officer Class 5 \$77,155 - \$81,668

Kiran Kharel 858-68887, Section 68(1), 21 March 2019

Community Services

Administrative Services Officer Class 5 \$77,155 - \$81,668

Tegan Nickols 858-55787, Section 68(1), 23 March 2019

Administrative Services Officer Class 5 \$77,155 - \$81,668

Jami Symons 858-55605, Section 68(1), 23 March 2019

Justice and Community Safety

Administrative Services Officer Class 3 \$62,530 - \$67,296

Zoe Cooper 858-62434, Section 68(1), 26 March 2019

Office of the Legislative Assembly

Information Technology Officer Class 2 (\$83,135 - \$95,146)

Jincy George 00781, Section 68 (1), 21 March 2019

Transport Canberra and City Services

Infrastructure Officer 4 \$119,340 - \$135,587

George Diamand 858-67892, Section 68(1), 12 March 2019

Canberra Health Services

Registered Nurse Level 1 \$66,185 - \$88,410

Delphin Arogyamary 857-92683, Section 68(1), 21 March 2019

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)

Taj Askew 859-53678, Section 68(1), 5 March 2019

Registered Nurse Level 1 \$63,548 - \$84,888

Ruth Bulters 858-67737, Section 68(1), 25 March 2019

Administrative Services Officer Class 3 \$62,530 - \$67,296

Amber Cervo 858-69230, Section 68(1), 26 March 2019

Registered Nurse Level 1 \$63,548 - \$84,888

Jefin Jose 845-01848, Section 68(1), 31 March 2019

Administrative Services Officer Class 3 \$60,039 - \$64,616

Sally Mohmoodian 858-67569, Section 68(1), 25 March 2019

Registered Midwife Level 1 \$63,548 - \$84,888

Cristy Pamugas 853-64072, Section 68(1), 21 March 2019

Registered Nurse Level 1 \$66,185 - \$88,410

Chynna Paulin 853-63061, Section 68(1), 20 March 2019

Radiation Therapist Grade 2 \$64,391 - \$88,998

Diana Jin Min Su 861-31764, Section 68(1), 25 March 2019

Administrative Services Officer Class 3 \$60,039 - \$64,616

Jialing Sun 853-51706, Section 68(1), 28 March 2019

Registered Nurse Level 1 \$66,185 - \$88,410

Nini Tabbu 857-92130, Section 68(1), 20 March 2019

Health Professional Level 2 \$61,784 - \$84,816

Yasmine Umar 853-62886, Section 68(1), 6 March 2019

TRANSFERS

Education

Grace Hernandez: 827-41143

From: Administrative Services Officer Class 5 \$77,155

Education

To: Administrative Services Officer Class 5 \$77,155 - \$81,668

Education, Canberra (PN. 40290) (Gazetted 17 April 2018)

Karen Schofield: 780-5749

From: Senior Officer Grade A \$143,116

Justice and Community Safety

To: Senior Officer Grade A \$143,116

Education, Canberra (PN. 09402) (Gazetted 12 December 2018)

Canberra Health Services

Jacqui Raby: 608-90391

From: Senior Officer Grade C \$104,630 - \$112,626

Canberra Health Services

To: Senior Officer Grade C \$104,630 - \$112,626

Canberra Health Services, Canberra (PN. 16389) (Gazetted 24 January 2019)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services

Partnership Services

Service centre Service Desk

Anthony Andersson: 853-69017

From: Information Technology Officer Class 1 \$64,616 - \$73,554

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development, Canberra (PN. 05149) (Gazetted 4 July 2018)

Access Canberra

Business, Community and Transport Regulation

Traffic Camera Office and Parking Operations

Shane Butterworth: 835-70489

From: Administrative Services Officer Class 2 \$55,189 - \$60,941

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 3 \$62,530 - \$67,296

Chief Minister, Treasury and Economic Development, Canberra (PN. 38258) (Gazetted 10 May 2018)

Shared Services ICT

Technology Services

Applications Service Delivery

Ryan Mark Chalker: 820-70925

From: Information Technology Officer Class 2 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$100,462 - \$108,140

Chief Minister, Treasury and Economic Development, Canberra (PN. 32023) (Gazetted 17 December 2018)

Shared Services

Strategic Finance

Alyssa Cowie: 835-94026

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Chief Minister, Treasury and Economic Development, Canberra (PN. 14769) (Gazetted 15 May 2018)

Shared Services

Technology Services

ICT Security

Ryan Daniel: 835-88048

From: Information Technology Officer Class 2 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$100,462 - \$108,140

Chief Minister, Treasury and Economic Development, Canberra (PN. 41414) (Gazetted 26 September 2018)

Access Canberra

Transport Solutions and Enforcement

Public Transport and Audit

Hayley Fakalolo: 799-97009

From: Administrative Services Officer Class 4 \$69,422 - \$75,169

Access Canberra

To: Administrative Services Officer Class 5 \$77,155 - \$81,668

Chief Minister, Treasury and Economic Development, Canberra (PN. 23601) (Gazetted 13 February 2019)

Property and Venues

Venues Canberra

Vanessa Febo: 816-77004

From: Administrative Services Officer Class 6 \$83,135 - \$95,146

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$104,630 - \$112,626

Chief Minister, Treasury and Economic Development, Canberra (PN. 41912) (Gazetted 8 February 2019)

Shared Services

Partnership Services

Service centre Service Desk

Rowan Naveau: 835-63051

From: Information Technology Officer Class 1 \$64,616 - \$73,554

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development, Canberra (PN. 14348) (Gazetted 4 July 2018)

Revenue Management Division

Operations

Maki Okano: 817-44115

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Chief Minister, Treasury and Economic Development, Canberra (PN. 33416) (Gazetted 8 January 2019)

Corporate

Corporate People and Capability

Organisational Culture and Capability

Samantha Marie O'Reilly: 827-5373

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Chief Minister, Treasury and Economic Development, Canberra (PN. 14517) (Gazetted 5 February 2019)

Shared Services

Jolene Petterson: 848-75639

From: Administrative Services Officer Class 3 \$60,039 - \$64,616

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$66,656 - \$72,175

Chief Minister, Treasury and Economic Development, Canberra (PN. 36216) (Gazetted 8 May 2018)

Commercial Services and Infrastructure

ACT Insurance Authority

Sanam Seghatoleslami: 853-7214

From: Administrative Services Officer Class 4 \$66,656 - \$72,175

Housing ACT - Community Services

To: Administrative Services Officer Class 5 \$74,081 - \$78,415

Chief Minister, Treasury and Economic Development, Canberra (PN. 56085) (Gazetted 19 December 2018)

Access Canberra

Business, Community and Transport Regulation

Traffic Camera Office and Parking Operations

Bojan Stojakovic: 853-77201

From: Administrative Services Officer Class 2 \$55,189 - \$60,941

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 3 \$62,530 - \$67,296
Chief Minister, Treasury and Economic Development, Canberra (PN. 38260) (Gazetted 10 May 2018)

Education

Service Design and Delivery

Student Engagement

Occupational Violence and Complex Case Management Team

Brenda Coles: 848-75233

From: Administrative Services Officer Class 4 \$69,422 - \$75,169
Education

To: Administrative Services Officer Class 5 \$77,155 - \$81,668
Education, Canberra (PN. 33401) (Gazetted 4 January 2019)

Office for Schools

Tuggeranong

Theodore Primary

Helen Barbara Cox: 817-97102

From: School Leader C \$117,515
Education Directorate

To: †School Leader B \$136,828
Education, Canberra (PN. 41916) (Gazetted 1 February 2019)

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

Environment, Planning and Sustainable Development

Planning Delivery

Planning Support and ACAT Coordination, Merit Assessment, Deed Management

Karen Walker: 791-47717

From: Administrative Services Officer Class 6 \$83,135 - \$95,146
Environment Planning and Sustainable Development Directorate

To: †Senior Officer Grade C \$104,630 - \$112,626
Environment, Planning and Sustainable Development, Canberra (PN. 40731) (Gazetted 30 January 2019)

Transport Canberra and City Services

Parks and Territory Services

City Services

Urban Treescapes

Andrew Diehm: 713-02444

From: General Service Officer Level 7 \$61,688 - \$65,144
Transport Canberra and City Services

To: †Technical Officer Level 3 \$69,148 - \$78,145
Transport Canberra and City Services, Canberra (PN. 13760)

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.

This promotion is made in accordance with Section 20 of the Public Sector Management Standards 2016.

Chief Operating Officer Group

People and Capability

Organisational Development

Samuel Miller: 853-73657

From: Graduate Administrative Assistant \$69,422 - \$71,549

Transport Canberra and City Services

To: Administrative Services Officer Class 5 \$77,155 - \$81,668

Transport Canberra and City Services, Canberra (PN. 42828)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Canberra Health Services

Deanna Adam: 839-26836

From: Administrative Services Officer Class 2 \$55,189 - \$60,941

Health

To: Administrative Services Officer Class 3 \$62,530 - \$67,296

Canberra Health Services, Canberra (PN. 14008) (Gazetted 31 January 2019)

Suzana Brkic: 847-00302

From: Administrative Services Officer Class 2/3 \$55,189 - \$67,296

Canberra Health Services

To: Administrative Services Officer Class 4 \$69,422 - \$75,169

Canberra Health Services, Canberra (PN. P21039) (Gazetted 30 August 2018)

Clinical Services

Veronique Clyde: 836-00705

From: Allied Health Assistant 2 \$50,040 - \$57,369

Canberra Health Services

To: Allied Health Assistant 3 \$61,115 - \$67,825

Canberra Health Services, Canberra (PN. 40885) (Gazetted 17 January 2019)

Mary Doncillo: 844-35289

From: Registered Nurse Level 1 \$66,185 - \$88,410

Canberra Health Services

To: Registered Nurse Level 2 \$91,910 - \$97,413

Canberra Health Services, Canberra (PN. 42172) (Gazetted 24 January 2019)

Canberra Hospital and Health Services

Johanna Hunter: 844-77016

From: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)

Canberra Health Services

To: †Health Professional Level 4 \$100,462 - \$108,140

Canberra Health Services, Canberra (PN. 30626) (Gazetted 31 January 2019)

Katherine McCallum: 844-34366

From: Registered Nurse Level 2 \$91,910 - \$97,413

Health

To: Registered Nurse Level 2 \$91,910 - \$97,413

Canberra Health Services, Canberra (PN. 43115) (Gazetted 6 December 2018)

Clinical Services

Luke Powell: 839-25681

From: Administrative Services Officer Class 2 \$55,189 - \$60,941

Canberra Health Services

To: Administrative Services Officer Class 4 \$69,422 - \$75,169

Canberra Health Services, Canberra (PN. 29515) (Gazetted 16 August 2018)

Clinical Services

Ellen Read: 848-75479

From: Health Professional Level 2 \$61,784 - \$84,816

Canberra Health Services

To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 41199) (Gazetted 7 February 2019)

ACT Health

Mei Lin Lam: 799-83870

From: Senior Officer (Technical) Grade C \$100,462 - \$108,140

Environment, Planning and Sustainable Development

To: †Senior Officer (Technical) Grade B \$118,319 - \$133,197

ACT Health, Canberra (PN. 38991) (Gazetted 14 February 2019)

ACT Health Directorate

Rebecca McIntyre: 844-82560

From: Administrative Services Officer Class 6 \$83,135 - \$95,146

Community Services

To: †Senior Officer Grade C \$104,630 - \$112,626

ACT Health, Canberra (PN. 21613) (Gazetted 25 January 2019)

CORRIGENDA

Canberra Health Services

Natalie Campbell AGS is 858-69222