



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 23 July 2020**

## VACANCIES

### ACT Health

Selection documentation for the following positions may be downloaded from

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

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

#### **Health Systems, Policy and Research**

#### **Policy, Partnerships and Programs**

#### **Health Policy and Strategy**

#### **Senior Director, Health Policy and Strategy**

Senior Officer Grade A \$148,991, Canberra (PN: 44974, several)

Gazetted: 23 August 2020

Closing Date: 04 August 2020

Details: The Health Policy and Strategy Branch is seeking two Senior Directors to join the leadership team in the Health Policy and Strategy Branch. The ideal candidates must have outstanding leadership capabilities; be able to lead high level engagement across government and with key external stakeholders; communicate professionally and ethically; and work flexibly and efficiently and as part of a diverse policy team. They will have the ability to lead the preparation of a range of complex documents, including Ministerial briefs, submissions, and reports (preferably in a government setting). The Health Policy and Strategy Branch is part of the Policy, Partnerships and Programs Division. The Division is responsible for providing advice to the ACT Health Directorate and the ACT Government to meet the health needs of the community. We do this by contributing to the creation of policy settings that ensure the right care can be accessed in the right place, in the right way, at the right time, and that people are better able to care for themselves. This includes but is not limited to, the provision of strategic health policy advice, project development and implementation, procurement of non-government services, and liaison with government, non-government and private sector stakeholders.

Health Policy and Strategy Branch leads Policy Partnerships and Programs' engagement with the policy cycle and is usually the first point of response for matters referred to the Division for action and advice for the Minister for Health. The Branch provides robust advice to ministers on strategic health policy and investment priorities and drives system wide policy and strategy that sets clear priorities for expenditure and activity. Policy areas include cross border arrangements, national partnership agreements, national health forums and committees, women, youth, children, LGBTIQ, dental, palliative care, aged and primary care, chronic conditions, workforce, disability, and fertility.

Eligibility/Other Requirements: Preferred, but not essential - relevant experience and/or tertiary qualifications in a relevant field. Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

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

How to Apply: Applicants should provide a concise written response to the Selection Criteria; a current curriculum vitae; and contact details of at least two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Maria Travers (02) 512 49922 [maria.travers@act.gov.au](mailto:maria.travers@act.gov.au)

#### **Health Systems, Policy and Research Group**

#### **Preventive and Population Health Branch Epidemiology Section**

#### **Project Officer**

**Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 44433)**

Gazette Date: 29 July 2020

Closing Date: 12 August 2020

Details: The Health Systems, Policy and Research Group is responsible for all strategic health policy, program and quality strategy functions within the ACT Health Directorate. The Group leads the population health, protection and prevention functions to improve health outcomes for the ACT community. The Group has a significant focus on health and medical research, professional leadership and education to support the delivery of research-led, evidence based, high quality health care for the ACT.

The Epidemiology Section provides timely and accurate information on the health of the ACT population to assist in the development and evaluation of policies and interventions to improve health. This position will perform a range of tasks essential to the operation of the ACT Cancer Registries, including the day-to-day management of the ACT Prostate Cancer Outcomes Registry (PCOR-ACT) and assisting with tasks related to the core business of the ACT Cancer Registry. Specifically, this position will be responsible for data collection, survey administration, liaising with Registry participants and stakeholders, collation of reports, and a range of administrative tasks relating to the PCOR-ACT, as well as managing the ACT Cancer Registry notification process and assisting with a range of ad-hoc Cancer Registry tasks.

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Mirka Smith (02) 5124 9473 [mirka.smith@act.gov.au](mailto:mirka.smith@act.gov.au)

#### **Health Systems, Policy and Research**

#### **Preventive and Population Health**

#### **Health Improvement Projects**

#### **Assistant Director**

#### **Senior Officer Grade C \$108,926, \$117,249, Canberra (PN: 24367)**

Gazette Date: 27 July 2020

Closing Date: 10 August 2020

Details: The Health Improvement Projects Section provides public health policy advice and undertakes high-level projects responding to emerging policy issues to improve the health of Canberrans. The work program of the team is determined by national and territory health priorities including coordinating the implementation and evaluation of the ACT Drug Strategy Action Plan 2018-2021, engaging with our partners and stakeholders.

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

Eligibility/Other Requirements: Undergo a pre-employment National Police check.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Melinda Eves (02) 5124 6028 [melinda.eves@act.gov.au](mailto:melinda.eves@act.gov.au)

#### **Office of the Director General**

#### **Communications and Engagement**

#### **Online and Design**

#### **Graphic Designer**

#### **Administrative Services Officer Class 6, \$86, 547, \$99,051, Canberra (PN: 36828)**

Gazetted: 30 July 2020

Closing Date: 6 August 2020

Details: We're looking for a highly creative and innovative Graphic Designer to join our Communications team. Working under limited direction, the Graphic Designer reports to the Senior Director, Online Strategy and Design and is responsible for:

- Producing creative and innovative design products to support communication strategies and campaigns.
- Creating concepts and layout materials for electronic and hard copy use maintaining corporate branding and style requirements.
- Sourcing, producing and ensuring the quality of images and resolve production issues.
- Liaising with suppliers and staff at all levels about the production of work, including obtaining quotes, facilitating clearance and representing the section.
- Preparing and implementing project plans for complex work, work independently and with others to deliver timely, quality materials.
- Interpreting creative briefs and providing professional guidance and strategic direction to achieve desired outcomes.
- Establishing and maintaining productive cooperative relationships with internal and external stakeholders.
- Working collaboratively with other members of the Branch to ensure delivery of high quality and responsive services to clients.
- Managing the effective and consistent use of the ACT Government Branding Guidelines and ACT Health's brand and graphics standards.

Eligibility/Other Requirements:

To be successful in this role you will have:

- A minimum of five years' graphic design experience working with large organisations in a fast paced environment.
- Tertiary qualifications in graphic design is preferred.
- Extensive experience working with a range of software packages including Adobe Creative Suite and Microsoft Office.
- Experience developing creative concepts, and working from initial concept through to exceptional finished art.
- Extensive experience designing for social media platforms and web
- Understanding of web accessibility.
- The ability to work efficiently within a fast-paced team environment whilst maintaining an eagle eye for detail.
- A portfolio of creative work demonstrating your creative skills.
- The ability to work flexibly with some out of hours work is required.
- A values-driven professional with excellent written and verbal communication skills and a proven ability to collaborate with others.

Note: This is a temporary position available from 17 August 2020 until 30 April 2021. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a two page pitch responding to the Selection Criteria, a current curriculum vitae including contact details of two referees and a portfolio of your recent creative work.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jack Walsh (02) 5124 9439 jack.walsh@act.gov.au

### **Calvary Health Care ACT (Public)**

#### **Medical Imaging**

##### **Administration Officer**

##### **Administrative Services Officer Class 3 \$65,097, \$70,058, Canberra (PN: Expected)**

Gazette Date: 27 July 2020

Closing Date: 31 July 2020

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

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

Reference Number: 13490

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

Contact Officer: Kristine Lindner [kristine.lindner@calvary-act.com.au](mailto:kristine.lindner@calvary-act.com.au)

### **Palliative Care**

#### **Registrar**

**Registrar Year 1 – 4 \$107,020, \$133,716 Canberra (PN: Expected)**

Gazette Date: 28 July 2020

Closing Date: 9 August 2020

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

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

Reference Number: 13501

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

Contact Officer: Nicole McCosker (02) 6102 6438 [Nicole.McCosker@calvary-act.com.au](mailto:Nicole.McCosker@calvary-act.com.au)

### **Canberra Health Services**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Chief Operating Officer Clinical Service**

##### **Surgery**

##### **Ophthalmology**

##### **Visiting Medical Officer – Ophthalmologist**

##### **Visiting Medical Officer (VMO) Sessional and Fee for Service rates Canberra (01QMO)**

Gazette Date: 30 July 2020

Closing Date: 05 August 2020

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

- The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- Four Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

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

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

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

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

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

Overview of the work area and position

The position is part of the Department of Ophthalmology based at The Canberra Hospital, a 560-bed tertiary-referral and trauma centre, with a full range of medical and surgical services.

The Department provides a co-ordinated cross-Territory service to the people of the ACT. It serves 600,000 people from the ACT and regional NSW, offering sub-specialty Clinics in Retina, AMD, Uveitis, Cornea, Neuro-ophthalmology and Paediatrics at Canberra Hospital. Medical staffing currently comprises 5 VMO's and 5 Staff specialists, 2 rotating College-accredited Registrars, a "Senior" and "Junior" unaccredited Registrar, and a PGY2-3 JMO. The majority of the Department's elective surgery is performed by VMOs at Calvary Hospital.

Eligibility/Other Requirements

Mandatory:

- Australian citizen or permanent resident.
- Registered with Australian Health Practitioner Regulation Agency (AHPRA) as a medical specialist.
- Current Fellow of Royal Australian and New Zealand College of Ophthalmology (RANZCO) or an equivalent specialist qualification.
- Glaucoma Fellowship.
- Proven track record in co-management of Glaucoma with Optometry

Desirable:

Other relevant credentials e.g. International Council of Ophthalmology (ICO) recognition or another sub-speciality Fellowship.

Prior to commencement successful candidates will be required to:

- Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).
- Undergo a pre-employment National Police Check.
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).
- Currency in Basic Life Support is to be attained within three months of commencement.

Note: Visiting Medical Officer Contracts will be for a 3 year term. The generic VMO contract is available online:

<http://www.legislation.act.gov.au/ni/2013-381/default.asp>

Salary, Remuneration and Conditions:

Visiting Medical Officer

Sessional and Fee for Service Rates: Visiting Medical Officer Contracts will be for a 3 year term. The generic VMO contract is available online: <http://www.legislation.act.gov.au/ni/2013-381/default.asp>

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

Contact Officer: Ryan Murray (02) 5124 4175 [ryan.murray@act.gov.au](mailto:ryan.murray@act.gov.au)

## **Mental Health, Justice Health and Alcohol and Drug Services**

### **Rehabilitation and Specialty Mental Health Services**

#### **Assistant Director of Nursing, Adult Mental Health Rehabilitation Unit, Mental Health, Justice Health and Alcohol and Drug Services**

#### **Registered Nurse 4.2 \$131,034, Canberra (PN: 03866)**

Gazette Date: 30 July 2020

Closing Date: 10 August 2020

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

- CHS administers a range publicly funded health facilities, programs and services including but not limited to:
- The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- Four Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's network of health facilities designed to meet the needs of our ageing and growing population. The Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The Adult Mental Health Day Service (AMHDS) will be located adjacent to AMHRU at UCH, and will focus upon step-down programs, pharmacotherapy, psychological therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders.

As Assistant Director of Nursing (ADON) you will provide senior leadership for the clinical and administrative operations of AMHRU and the maintenance of the therapeutic environment. This includes the day to day management of human, financial and material resources allocated to ensure the provision of safe, efficient, cost effective, high quality service to people in AMHRU and their carers. In collaboration with medical staff, you will support the provision of evidence-based clinical interventions within standardised clinical processes. You will report against key performance indicators and promote a learning environment for the team. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers/Health Service Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements

Mandatory:

- Approved tertiary qualifications or equivalent in nursing.
- Current registration or eligibility for registration as a Registered Nurse.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum of 12 months leadership or management experience.
- Strong understanding of Mental Health Services.

Desirable:

- Post Graduate Qualification in Mental Health Nursing or working towards such, and previous experience providing clinical leadership within a mental health rehabilitation setting, or similar.
- Current Driver's licence.

Prior to commencement successful candidates will be required to:

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

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

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

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

**Clinical Services**

**University of Canberra Hospital**

**ACAT Assessor**

**Registered Nurse Level 2 \$94,409, \$100,061, Canberra (PN: 42435)**

Gazette Date: 30 July 2020

Closing Date: 11 August 2020

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

- The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- Four Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. The Aged Care Assessment Team (ACAT) is responsible for providing assessment services to the aged population across the ACT region to facilitate access to aged care support services.

Eligibility/Other Requirements

Mandatory:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Hold a current driver's licence.

Desirable:

- Post graduate qualifications or progression towards formal qualifications in Gerontology.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a permanent full-time position, part-time hours will be considered. The salary advertised will be paid pro-rata for part-time hours. The successful candidate may be selected based on application and referee report only.

Contact Officer: Athalene Rosborough (02) 5124 8674 [athalene.rosborough@act.gov.au](mailto:athalene.rosborough@act.gov.au)

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

**Nursing, Midwifery and Patient Support Services**

**Ward Services**

**Mental Health Wardsperson**

**Health Services Officer 5 \$57,039, \$59,871, Canberra (PN: 28794)**

Gazette Date: 30 July 2020

Closing Date: 12 August 2020

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

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

- The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
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- Four Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position

The Mental Health Wardsperson position is a support clinical service and provides assistance with patient care.

The Canberra Hospital is a 24 hours service that operates on a daily basis including weekends and Public Holidays.

These positions are to assist with patient manual handling and transport throughout the hospital campus and to assist in code response.

Eligibility/Other Requirements

Desirable:

- Experience working with people with a mental illness or disorder.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a full-time position working 38 hours per week and involves working 10.85 hour shifts on a rotating roster. Care should be taken when completing application as selection may be made from application only and referee only.

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

Contact Officer: David Hosie (02) 51242610 david.hosie@act.gov.au

## **Clinical Services**

### **Chief Operating Officer**

#### **Operations Administration**

#### **Senior Manager Territory Wide Surgical Services**

#### **Registered Nurse Level 5.6 \$184,303, Canberra (PN: 38231)**

Gazetted: 30 July 2020

Closing Date: 10 August 2020

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

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

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

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

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

Overview of the work area and position:

The key strategic priority for Territory Wide Surgical services is to deliver timely access to effective and safe services. Territory Wide Surgical Services plan and coordinates elective surgery along with development of policy and processes related to elective surgery across the territory, including both public hospitals, utilisation of the private sector and liaison with Southern New South Wales.

Territory Wide Surgical Services maintains strong links exist between public and private hospitals to ensure continuity of care for patients. Territory Wide Surgical Services reports to the Deputy CEO, working closely with ACT Health to plan and development of territory Wide Elective Surgery plans.

The Senior Manager for Territory Wide Surgical Services is responsible for the strategic and operational management of the Territory Wide Surgical Services Team and its objectives to achieve appropriate timely patient care. The position is responsible for the provision of strategic leadership, direction and planning of service delivery for elective and emergency surgery provided by the territory and the strategic development and implementation of the Elective Surgery Plan whilst ensuring the management of the ACT Health Elective Surgery Waiting list.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Dave Pepper (02) 5124 2138 dave.pepper@act.gov.au

## **Infrastructure and Health Support Services**

### **Health Infrastructure Program**

#### **Campus Modernisation**

#### **SPIRE Operational Commissioning Manager**

#### **Infrastructure Manager/Specialist 1 \$165,977, Canberra (PN: 48286)**

Gazetted: 30 July 2020

Closing Date: 13 August 2020

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

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

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

Overview of the Work Area and Position

The Surgical Procedures, Interventional Radiology and Emergency Centre (SPIRE) Project is the largest healthcare infrastructure project ever undertaken by the ACT Government. The SPIRE Project will deliver a modern, purpose-built and state-of-the-art emergency, surgical and critical healthcare facility on the Canberra Hospital campus.

With an investment of over \$500 million, the SPIRE Project will deliver increased capacity across Canberra Hospital's adult intensive care, paediatric intensive care, surgical, coronary care, emergency services,

interventional radiology services. It will also provide core integrated support services such as a central sterilising services department and a helicopter landing site.

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

The SPIRE Operational Commissioning Manager will work closely with CHS Clinical and Corporate Executives and will support the Campus Modernisation Program.

The Campus Modernisation Program includes a number of supporting projects to the SPIRE Project including the expansion of the Centenary Hospital for Women and Children, the construction of a new Building 8; SPIRE enabling works and the Garran Master Plan.

Eligibility/Other Requirements:

Mandatory:

Hold a relevant professional qualification in Engineering or Architecture or Project Management and a minimum of ten years relevant experience in Engineering or Architecture or Project Management.

Professional qualifications and experience is defined as:

Engineering - a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer, including recognition of equivalent overseas Engineering qualifications, and a minimum of ten years relevant experience in Engineering; or

Architecture - a three year degree or higher qualification accredited by an Australian State or Territory architecture authority for recognition as a Professional Architect, including recognition of equivalent overseas qualifications, and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

a diploma in Project Management accredited by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian State or Territory tertiary education institution or an equivalent overseas that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or have at least ten years relevant experience in project management.

Desirable:

Experience in the delivery of health infrastructure projects particularly in the area of service operational commissioning and clinical start-up of new/modified clinical services.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a two year temporary position with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

Contact Officer: Vanessa Brady 0404364949 [vanessa.brady@act.gov.au](mailto:vanessa.brady@act.gov.au)

## **Infrastructure and Health Support Services**

### **Health Infrastructure Branch**

#### **Campus Modernisation**

#### **CHS SPIRE Clinical Business Manager**

#### **Senior Officer Grade A \$148,991, Canberra (PN: 48285)**

Gazetted: 30 July 2020

Closing Date: 13 August 2020

Our Vision: Creating exceptional health care together.

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Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

Overview of the work area and position

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

The CHS SPIRE Clinical Business Manager will report to the Project Director, Campus Modernisation and will work closely with the CHS Clinical and Corporate Executive areas.

The Surgical Procedures, Interventional Radiology and Emergency (SPIRE) Centre is a new acute services building on the existing Canberra Hospital campus, encompassing surgical services, interventional radiology, emergency department, intensive care, coronary care and support services, such as a central sterilising services department and a helicopter Landing Site. The SPIRE Centre will be located to the Northern end of the campus, between Hospital Road and Palmer Street, displacing existing aged administration, accommodation and outpatient buildings (Building 5 and 24).

Eligibility/Other Requirements:

Desirable:

An appropriate post-secondary qualification in Business Administration, Accounting, Finance or a related discipline.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This position is for two years with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

Contact Officer: Vanessa Brady 0404364949 [vanessa.brady@act.gov.au](mailto:vanessa.brady@act.gov.au)

## **Rehabilitation Aged and Community Services**

### **Clinical Nurse Consultant - Rehabilitation Aged and Community Services**

#### **Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22401)**

Gazetted: 30 July 2020

Closing Date: 11 August 2020

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

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

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

Overview of the work area and position:

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

includes Canberra Hospital, Community Health Centre's and Village Creek Centre in Kambah. ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra commenced operations in July 2018. The new hospital, the University of Canberra Hospital (UCH) is part of the Canberra Health Services network of health facilities designed to meet the needs of our ageing and growing population. The inpatient Rehabilitation units are now located in the University of Canberra Hospital.

This position is an exciting opportunity for a dynamic and enthusiastic Registered Nurse (RN) to permanently fill the Clinical Nurse Consultant (CNC) position in the Acute Care of the Elderly ward (11A) at Canberra Hospital. RACS is seeking a suitably qualified person who has a passion for Aged Care to fill this rewarding position. The CNC will support the ADON to manage the acute Geriatric inpatients and other related services to ensure that there is an exceptional person-centered care provided.

Qualifications and experience:

Mandatory:

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

Highly Desirable:

Previous Management experience

Holds or progressing towards a tertiary qualification in management

Demonstrated currency of nursing practice in the Aged Care environment within the last three years.

Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Obtain a Compliance Certificate from Occupational Medicine Unit (OMU) relating to assessment, screening and vaccination processes against specified infectious diseases

Contact Officer: Chris Mead (02) 5124 3035 [chris.mead@act.gov.au](mailto:chris.mead@act.gov.au)

## **Clinical Services**

### **Medicine**

#### **Respiratory and Sleep Unit**

##### **Clinical Nurse Consultant**

**Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22181)**

Gazetted: 30 July 2020

Closing Date: 12 August 2020

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

Our Values: Reliable, Progressive, Respectful and Kind

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Overview of the work area and position

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

The Department of Respiratory and Sleep Medicine (DRSM) operates from the Canberra Hospital campus. The team provide nursing services to both inpatient and outpatient with varied Respiratory conditions, such as Tuberculosis (TB) case management, TB screening, COPD management, Asthma Education and care of adult patients with Cystic Fibrosis. The CNC will play a crucial role in the day-to-day coordination of the unit, have an

advanced knowledge of medical nursing and be responsible for clinical nursing support, operational management and strong leadership.

The successful applicant will have advanced clinical skills, experience in managing systems of clinical governance, leading quality improvement and participating in research and the capacity to represent the service throughout the ACT and liaise with colleagues nationally. This is a rewarding and exciting position within an innovative service that will require someone with the ability to be flexible and manage change within the service.

Eligibility/Other Requirements:

Mandatory:

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

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 National Police check.

Hold a current driver's licence.

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

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

Contact Officer: Marg McManus (02) 5124 5164 [marg.mcmanus@act.gov.au](mailto:marg.mcmanus@act.gov.au)

## **Clinical Services**

### **Cancer and Ambulatory Support**

#### **Cancer Allied Health**

#### **Social Worker/Psychologist**

**Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 28331)**

Gazetted: 30 July 2020

Closing Date: 10 August 2020

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Overview of the work area and position:

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

The Palliative Care Service at Canberra Health Services is a consult liaison service operating during business hours and services patients with palliative needs throughout the wider hospital campus. The role of Palliative Care Social Worker/Psychologist is HP3 level and is part time, working three days per week. The position reports to the Palliative Care Clinical Nurse Consultant and is an integral member of the specialist team. The position is a critical

reference point for patients and families with complex psychological and social needs relating to their overall diagnosis, treatment or adjusting to a new palliative care diagnosis. The role also provides support, clinical supervision and education for staff across diverse professional background and as such is a highly experienced professional.

Working closely with other disciplines in all wards in Canberra Hospital, the role provides leadership in psychosocial care of patients and their families or carers along with direct care of complex patients. Services include facilitation of access to resources, responding to crisis, individual and relationship counselling, leadership in palliative care conversations and recognition of and assistance with bereavement issues. Staff consultation and support is also an integral aspect of the role.

The Palliative Care Social Worker/Psychologist will have a sound understanding of and experience in issues relating to facing death, palliative care, bereavement and a commitment to working within an inter-professional environment. The overall function of the position is to promote positive client outcomes through the provision of high-quality consultation and clinical services, networking, health promotion activities and education in and a cross designated areas or units as part of a multidisciplinary team.

Eligibility/Other Requirements:

For Social Work:

Mandatory:

Degree in Social Work.

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

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

Applicants should have a minimum of three years (ideal five years) post-qualification experience in hospital or other health focused care.

Holds or is working towards a relevant post graduate qualification.

For Psychology:

General Psychology registration with AHPRA.

Applicants should have a minimum of three years (preferably five years) experience post registration.

Hold or is working towards postgraduate qualification in a relevant field.

Desirable:

Area of Practice Endorsement e.g. Clinical Psychology, Health Psychology or Counselling Psychology.

Board approved supervisor for Higher Degree programs and Registrar programs.

Previous experience/qualifications in group facilitation.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note: This is a part-time permanent position three days per week available at 24 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Sharon Bale (02) 5124 4269 [sharon.bale@act.gov.au](mailto:sharon.bale@act.gov.au)

## **Clinical Services**

### **Mental Health, Justice Health, Alcohol and Drug Services**

#### **Adult Mental Health Day Service**

##### **Registered Nurse Level 2**

##### **Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 40166)**

Gazetted: 30 July 2020

Closing Date: 14 August 2020

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Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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

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

Overview of the work area and position:

The Adult Mental Health Day Service (AMHDS) is a specialist team within MHJHADS that delivers effective evidence-based and recovery-focused interventions to people living in the community to help enhance their quality of life and/or improve their functional status. The AMHDS offers a variety of programs, including a number of group-based interventions and other specialist services, including pharmacotherapy services that target people who are living in the community and who are experiencing moderate to severe mental health conditions. The team aims to provide collaborative care involving the person, their families/carers and community support services.

The nursing staff provide a key role in the provision of the AMHDS pharmacotherapy, wellbeing, and living skills programs. The AMHDS provides pharmacotherapy services with the aim of providing a safe and therapeutic environment for people requiring monitoring after receiving particular medications by specialised nursing staff. People attending pharmacotherapy programs are provided with psychoeducation including identification and management of side effects of their medication/s and living skills activities to enhance their physical health whilst receiving their prescribed treatment.

The AMHDS is located at the University of Canberra Hospital.

Eligibility/Other Requirements:

Mandatory:

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

Minimum two years of post-registration nursing experience working in a mental health or closely related area of practice

Hold a current driver's licence

Highly Desirable

Post Graduate Qualification in Mental Health Nursing.

Experience working within a mental health rehabilitation setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Bronwyn Thomson (02) 5124 0150 [bronwyne.thomson@act.gov.au](mailto:bronwyne.thomson@act.gov.au)

## **Clinical Services**

### **Community Health Programs**

#### **Women Youth and Children Community Health Programs**

#### **Maternal and Child Health Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22645, several)**

Gazetted: 30 July 2020

Closing Date: 14 August 2020

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region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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

Overview of the work area and position:

Maternal and Child Health nurses support the National Framework for Universal Child and Family Health services.

MACH Nurses adhere to the Competency Standards (Victoria). These domains are:

Legal, professional and ethical practice

Promotion of child and family health and wellbeing through knowledge and practice

Promotion of maternal and child health within the context of public health policy

Knowledge development and research

Maternal and Child Health (MACH) nurses support families by working in the model of Family Partnership to provide support, information and health advice within a multidisciplinary context. All MACH Nurses deliver services across the ACT from health centre locations to outreach clinic sites.

Eligibility/Other Requirements:

Mandatory

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

Post graduate qualifications in Child and Family Health or equivalent.

Hold a current driver's licence.

Desirable:

Qualifications and recent experience in midwifery / paediatrics or related primary health setting are highly desirable.

Family Partnership Model Training (or commitment to complete training)

Circle of security Training

International Board-Certified Lactation Consultant

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: These are temporary position's available for 11 months with the possibility of extension and/or permanency.

A merit list may be used to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Liz Pedley (02) 5124 1538 [liz.pedley@act.gov.au](mailto:liz.pedley@act.gov.au)

## **University of Canberra Hospital**

### **Centre for Rehabilitation**

#### **HP2 Speech Pathologist**

#### **Health Professional Officer Level 2 \$66,096 - \$90,737, Canberra (PN: 47808)**

Gazette Date: 30 June 2020

Closing Date: 11 August 2020

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

Overview of the work area and position:

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and the Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect CHS's values: Reliable, Progressive, Respectful and Kind.

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital is part of CHS's network of health facilities designed to meet the needs of our ageing and growing population.

RACS services work collaboratively with the individuals, his/her carers and other services within and external to CHS. CHS is a values-led Directorate. The RACS Speech Pathology service is a dynamic team of Speech Pathologists and Allied Health assistants. Based across Canberra Health Services, we provide a range of inpatient and outpatient services in rehabilitation and aged care environments, including working with adult neurological caseloads across both acute, rehabilitation, and community settings.

We work to enhance function, activity, and independence for patients in the treatment of acquired neurological communication and swallowing impairments. The position provides an opportunity to develop skills in working with adult neurological caseloads across a range of rehabilitation settings and contribute to an active teaching and quality improvement program with strong professional support.

Eligibility/Other Requirements:

Mandatory:

A Degree or Diploma in Speech Pathology from a recognised tertiary institution.

Eligibility for practicing membership of Speech Pathology Australia.

Hold a current driver's licence

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

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

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

Note: This is a temporary position available for 12 months with the possibility of permanency. Part-time hours will be considered.

Contact Officer: Rachel Heatley (02) 5124 0068 [rachel.heatley@act.gov.au](mailto:rachel.heatley@act.gov.au)

## **Cancer Ambulatory Services**

### **Genomics Technical Officer**

#### **Technical Officer Level 2 \$64,220 - \$73,540, Canberra (PN: 19189)**

Gazette Date: 30 July 2020

Closing Date: 12 August 2020

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#### Overview of the Work Area and Position

The Immunology Department within Canberra Health Services invites applications for a Technical Officer to support the Medical Genomics Clinic. The successful applicant would be well-organised, have well developed interpersonal skills and have appropriate laboratory experience, encompassing molecular biology and sequencing.

In addition, the successful applicant will be competent with data management using spreadsheets and have some understanding of the principles of database access and entry. Previous experience with and some understanding of the principles of next generation sequencing would be an advantage but is not essential. The Medical Genomics initiative develops strategies for implementation of next generation sequencing in the clinic. This is an initiative of Canberra Health Services, and supports the activities of the Centre for Personalised Immunology, which is an NHMRC Centre for Research Excellence <http://www.health.act.gov.au/our-services/cancer-services/health-professionals/immunology>, <http://www.jcsmr.anu.edu.au/research/centres/cpi> and <https://cpi.org.au>

The successful applicant will be responsible for sample collection and processing, data entry, and maintenance sample repository. They will be expected to contribute to data analysis. Where necessary, they will assist with patient recruitment to clinical studies. They will contribute to overall laboratory management, and will perform laboratory tasks and experiments with integrity.

Eligibility/Other Requirements:

Mandatory:

Bachelors degree in Science or higher

Desirable:

Experience with isolating PBMCs from tissue/blood samples; PCR and DNA extraction and sequencing.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: This position is part-time at (18:37) hours per week and the full-time salary noted above will be pro-rata. An order of merit list may be established to fill future vacancies at level over the next 12 months. Applicants may be appointed on written application only.

Contact Officer: Anna Maria Benc (02) 5124 5586 [annamaria.benc@act.gov.au](mailto:annamaria.benc@act.gov.au)

#### Canberra Health Services

##### Pathology Services

##### Anatomical Pathology

##### Technical Officer, Anatomical Pathology

##### Technical Officer Level 1 \$59,329 - \$62,203, Canberra (PN: 37936, several)

Gazette Date: 30 July 2020

Closing Date: 7 August 2020

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University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.  
Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

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

Seven community health centres: providing a range of general and specialist health services to people of all ages.  
A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Overview of the work area and position:

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

The Anatomical Pathology Department routinely operates Monday – Friday. It encompasses Histology, Cytology, Electron Microscopy, Mortuary and Administration (medical secretaries).

The successful applicant under the supervision of the Chief Scientist and Senior Scientist's, will be required to run and maintain laboratory instrumentation, running of quality control materials, temperature monitoring, stock control, maintaining clean work areas and processing patient samples for the Anatomical Pathology laboratory at Canberra Hospital.

Eligibility/Other Requirements

Desirable:

An associate diploma or degree in Medical Laboratory Science or equivalent.

Experience in Histology would be advantageous.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

There are two positions available: One full-time permanent position and one full-time temporary position for up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. The successful applicants may be selected based on written responses and referee reports only.

There may be a requirement to work out of routine hours, occasional nights, weekends, public holidays and an on-call component.

Contact Officer: Sally Smith (02) 5124 2879 [sally.j.smith@act.gov.au](mailto:sally.j.smith@act.gov.au)

## **RACS**

### **ACAT Assessors**

#### **ACAT Assessor**

**Health Professional Officer Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade),  
Canberra (PN: 02787)**

Gazette Date: 30 July 2020

Closing Date: 12 August 2020

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the Work Area and Position

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

The Aged Care Assessment Team (ACAT) is responsible for providing assessment services to the aged population across the ACT region to facilitate access to aged care support services.

The Aged Care assessment team is a multidisciplinary team that coordinates referral and assessment processes using the ACAT guidelines developed by the Commonwealth Department of Health.

Eligibility/Other Requirements:

Mandatory:

Physiotherapy, or Occupational Therapy with current AHPRA registration where applicable, and /or eligibility for membership of the appropriate professional organisation such as Australian Association of Social Work.

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

Hold a current driver's licence.

Desirable:

Previous experience working in the rehabilitation and aged-care sector.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

The successful candidate may be selected based on application and referee report only.

Contact Officer: Athalene Rosborough (02) 5124 8674 [athalene.rosborough@act.gov.au](mailto:athalene.rosborough@act.gov.au)

## **Women, Youth and Children**

### **Women, Youth and Children Operational**

#### **Team Leader**

#### **Administrative Service Officer 4 \$72,272 - \$78,254, Canberra (PN: 31421, several)**

Gazette Date: 30 July 2020

Closing Date: 12 August 2020

Our Vision: Creating exceptional health care together.

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Our Values: Reliable, Progressive, Respectful and Kind 11

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

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

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

Overview of the work area and position:

Canberra Health Service Division of Women Youth and Children provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is

underpinned by our partnerships with our consumers and other service providers. We provide family centred, interdisciplinary services at Canberra Health Services, Community Health Centres, client homes, schools and Child and Family centres.

The position provides administrative and general office support to the Women Youth and Children Department. Duties include booking appointments, referral management, screening telephone calls, organisational and time management skills, ability to liaise effectively with staff at all levels as well as the ability to lead a small team, monitor workflows and direct staff. A high level of knowledge and demonstrated ability in the use of health-based IT systems including ACT Health Patient Administration System (ACTPAS) and Clinical Portal and the ability to report on this data is desirable. This role requires demonstrated ability to ensure high quality customer service standards and to support and provide assistance to the Women Youth and Children Management team as necessary.

**Eligibility/Other Requirements**

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

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

**Mental Health, Justice Health, Alcohol and Drug Services**

**Alcohol and Drug Services**

**Occupational Therapist**

**Health Professional Officer Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 23960)**

Gazette Date: 30 July

Closing Date: 12 August 2020

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

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

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

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

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

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

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

**Overview of the work area and position:**

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

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

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

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

The 10 bed Inpatient Withdrawal Service is available for people with substance use disorders who can be admitted for five – seven days for supervised 24-hour medical withdrawal. The team consists of doctors, nurses, Allied health, art therapist and administration staff who work together to support people requiring medically supervised withdrawal. This service also supports people with ongoing referrals to other alcohol and drug services as required.

This position provides services to people admitted to this unit. In offering client centred care, clinicians work collaboratively with clients in such a way that respects their experience, expertise, perceptions and goals. Client centred care appreciates that clients have the right to set their own goals, draw their own conclusions and make their own choices about treatment.

This role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, and group work to adults.

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

Eligibility/Other Requirements

Mandatory:

Be registered with the Occupational Therapy Board of Australia.

Have a minimum of three years (ideally five years) experience post qualification.

Desirable:

Hold a current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Have current registration issued under the *ACT Working with Vulnerable People Act 2011*.

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

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

Note: This is a temporary position available for three months. This position maybe required to participate in an 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.

Contact Officer: Daniel Panozzo (02) 5124 2591 [daniel.panozzo@act.gov.au](mailto:daniel.panozzo@act.gov.au)

## **Clinical Services**

### **Medicine**

#### **Medical**

#### **Administration Manager**

**Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 12120, several)**

Gazetted: 30 July 2020

Closing Date: 10 August 2020

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

Overview of the work area and position:

The ACT Health 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.

Under limited supervision from the Division's senior management, you will manage and coordinate administrative staff, provide day to day supervision, human resource and administrative support and advice to a small number of units within the Division of Medicine.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: These are two temporary position's available for up to six months with the possibility of extension for up to two years and/or permanency.

Contact Officer: Tarryn Guinard (02) 5124 4504 [tarryn.guinard@act.gov.au](mailto:tarryn.guinard@act.gov.au)

## **People and Culture**

### **People and Culture**

#### **Workforce Relations and Business Partnerships**

##### **Assistant Recruitment Officer**

##### **Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 23307)**

Gazetted: 30 July 2020

Closing Date: 11 August 2020

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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, Alcohol and Drug Services.

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

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

The People and Culture Branch is responsible for strategic and operational management, ensuring the effective and efficient operation of strategic people management advice, policy and programs across ACT Health.

Under broad direction, you will play a key role in providing day to day recruitment support and advice to managers and staff across ACT Health on all matters relating to recruitment and establishments.

Eligibility/Other Requirements

Desirable:

Knowledge or experience with an e-recruitment system

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: There is one permanent full time position. And the potential of a temporary role available for six months with possibility of extension. An order of merit list will be formed and may be used to fill future temporary positions over the next 12 months.

Contact Officer: Jennifer Edmiston (02) 5124 9994 [jennifer.edmiston@act.gov.au](mailto:jennifer.edmiston@act.gov.au)

## **Infrastructure and Health Support Services**

### **Clinic Support Services**

#### **Sterilising Services**

##### **Technical Officer**

**Technical Officer Level 1 \$59,329 - \$62,203, Canberra (PN: 29417)**

Gazetted: 30 July 2020

Closing Date: 10 August 2020

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

Overview of the work area and position:

The Infrastructure and Health Support Services Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. The Sterilising Services section is embedded within this Division.

Sterilising Services (SS) provides sterilising services to Canberra Hospital (CH), Calvary Public Hospital Bruce (CPHB) and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of Reusable Medical Devices (RMD). SS provides reprocessing of RMD, purchasing, instrument repairs and maintenance.

SS is organised into the following functional areas:

SS at Mitchell, including management and administration.

Sterilising Unit at CH.

Sterilising Unit at CPHB.

Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CH.

Eligibility/Other Requirements:

Desirable:

Relevant qualification in Sterilising such as Certificate III in Sterilising.

A current driver's licence is highly desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary position available for a period of 12 months with the possibility of extension. This position involves participating in a rotating roster. The rotating shift roster will require the employee to work within a 24 hour/7 days per week period across all Sterilising Services' sites (Mitchell, Canberra Hospital including Central Reprocessing Unit and Calvary Hospital, please note, Calvary Hospital has an additional shift rotation of 2:30pm – 11:00pm).

Contact Officer: Natalie Ogilvie (02) 5124 2283 natalie.ogilvie@act.gov.au

## **Infrastructure Health Support Services**

### **Sterilising Services**

#### **Health Services Officer**

**Health Service Officer Level 3/4/5 \$52,460 - \$59,871, Canberra (PN: C11295, several)**

Gazetted: 30 July 2020

Closing Date: 10 August 2020

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

Overview of the work area and position

The Infrastructure and Health Support Services Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. The Sterilising Services section is embedded within this Division.

Sterilising Services (SS) provides sterilising services to Canberra Hospital (CH), Calvary Public Hospital Bruce (CPHB) and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of Reusable Medical Devices (RMD). SS provides reprocessing of RMD, purchasing, instrument repairs and maintenance.

SS is organised into the following functional areas:

SS at Mitchell, including management and administration

Sterilising Unit at CH

Sterilising Unit at CPHB

Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CH

Eligibility/Other Requirements:

Highly desirable

HSO 3 - Certificate III Sterilising Services

Mandatory:

HSO 4 – Essential - Certificate III Sterilising Services and minimum three years working in a Sterilising Services unit.

HSO 5 – Certificate III and IV in Sterilising Services (HTL47015), or Certificate III in Sterilising Services Certificate IV in Leadership and Management (BSB40215)

Minimum five years working in a Sterilising Services unit.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: There are several casual position's available. This position will be filled at either the HSO3, HSO4 or HSO5 level, dependant on the skills and experience of the successful applicant.

Contact Officer: Natalie Ogilvie (02) 5124 2283 natalie.ogilvie@act.gov.au

## **Infrastructure and Health Support Services**

### **Campus Modernisation**

#### **CHS SPIRE Workforce Strategy Manager**

**Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 48287)**

Gazetted: 30 July 2020

Closing Date: 14 August 2020

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

Overview of the work area and position

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

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

Overview of the work area and position

The Infrastructure and Health Support Services (IHSS) Group is responsible for the infrastructure delivery and maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across the CHS organisation. The CHS SPIRE Workforce Project Manager will report to the Project Director, Campus Modernisation and will work closely with the CHS People and Culture team. The Surgical Procedures, Interventional Radiology and Emergency (SPIRE) Centre is a new acute service building on the existing Canberra Hospital campus, encompassing surgical services, interventional radiology, emergency department, intensive care, coronary care and support services, such as a central sterilising services department and a helicopter Landing Site. The SPIRE Centre will be located to the Northern end of the campus, between Hospital Road and Palmer Street, displacing existing aged administration, accommodation and outpatient buildings (Building 5 and 24).

Eligibility/Other Requirements:

Desirable:

An appropriate post-secondary qualification in Business Administration, Human Resources, Industrial Relations, Workforce Planning or a related discipline.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Contact Officer: Vanessa Brady 0404 364 949 vanessa.brady@act.gov.au

## **Pharmacy Services**

### **Medical Services**

#### **Lead Pharmacist – Education and Training**

#### **Pharmacist Level 4 \$115,388 - \$124,221, Canberra (PN: 32517)**

Gazetted: 30 July 2020

Closing Date: 11 August 2020

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

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Overview of the work area and position: The Pharmacy sits within the Office of the Executive Director of Medical Services (EDMS) which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services. The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

The 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"

Overview of the work area and position:

An exciting development opportunity exists to work as a part of the Quality Use of Medicines, Research and Education team. This position will be required to provide a range of pharmacy services on weekends and after hours as rostered. The hospital has multiple work locations and all staff may be required to work at both The Canberra Hospital (TCH) and UCPH (University of Canberra Public Hospital) sites as rostered.

Eligibility/Other Requirements:

Mandatory: Appropriate pharmacist qualifications and currently as a pharmacist with the Pharmacy Board of Australia (AHPRA)

Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive clinical pharmacy experience deemed equivalent. Be registered under the Working for Vulnerable People Act.

Desirable: Hold a current driver's licence.

Please note 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.

Contact Officer: Jessica Barnard (02) 5124 5359 [jessica.barnard@act.gov.au](mailto:jessica.barnard@act.gov.au)

## **Medical Services**

### **Pharmacy**

#### **Pharmacist**

#### **Pharmacist Level 4 \$115,388 - \$124,221, Canberra (PN: 25283)**

Gazetted: 30 July 2020

Closing Date: 12 August 2020

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the work area and position:

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

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

The 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".

The Quality Use of Medicines, Research and Education team offer services to support the safe and quality use of medicines across Canberra Hospital and Health Services. An opportunity exists to join the Quality Use of Medicines, Research and Education team as the Medicine Information Pharmacist. The Medicines Information Pharmacist will enhance the quality and safety of medicines use across Canberra Hospital and Health Services by planning and providing medicines information services, leading quality improvement and medication safety initiatives and working with the Drug and Therapeutics and Adverse Drug Reaction Reporting Committees to promote safe, efficacious and cost-effective medicines use. This will include working under the broad direction of the Deputy Director of Pharmacy (QuRE), and closely with a team of dedicated and skilled technicians and pharmacists to deliver the service.

Eligibility/Other Requirements:

Mandatory:

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

Appropriate pharmacist qualifications and currently as a pharmacist with the Pharmacy Board of Australia.

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

Desirable:

Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive clinical pharmacy experience deemed equivalent.

The Society of Hospital Pharmacist of Australia (SHPA) membership

Membership linked to area of specialty. Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

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

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

Contact Officer: Yogi Sagar (02) 5124 7106 [yogi.sagar@act.gov.au](mailto:yogi.sagar@act.gov.au)

### **Canberra Institute of Technology**

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

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

#### **Education and Training Services**

##### **CIT Yurauna**

##### **Administrative Assistant**

##### **Administrative Services Officer Class 6 \$86547, \$99051, Canberra (PN: 17035)**

Gazette Date: 24 July 2020

Closing Date: 31 July 2020

Details: The Canberra Institute of Technology (CIT) is a public institution and is the leading vocational education provider in the Australian Capital region. The mission of CIT is to change lives through first class education and training and the organisational vision is to be the premier vocational education and training provider in Australia. CIT provides career and further education choices to its learners through the provision of education and training services. The Institute also collaborates with industry and enterprises to meet the skills development needs of dynamic growing economy.

CIT staff are expected to demonstrate the values and signature behaviours that underpin the ACT Public Service (ACTPS) Code of Conduct.

Yurauna is CIT's dedicated Aboriginal and Torres Strait Islander Educational Centre of Excellence. We are a student support centre, providing tailored Aboriginal and Torres Strait Islander courses, study support and cultural 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, and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

##### **Mandatory**

- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).
- Current Driver's licence.
- Confirmation of Aboriginality or Torres Strait Islander Certificate.

##### **Desirable**

- Diploma Business Administration or equivalent.
- CIV Training and Assessment or ability to achieve.

Note: This is an Identified position for Aboriginal and Torres Strait Islanders.

How to Apply: Please submit a current curriculum vitae and a written response of up to two pages. The response should be written in the form of a pitch, explaining how you have the skills and Knowledge and Behavioural Capabilities to perform the role, including your involvement with Aboriginal and Torres Strait Islander communities ("what you will do and manage"). Convince us you are the right person for the job!

Applications should be submitted via the Apply Now button below.

Contact Officer: Caroline Hughes (02) 6207 3308 [caroline.hughes@cit.edu.au](mailto:caroline.hughes@cit.edu.au)

### **Chief Minister, Treasury and Economic Development**

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

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

#### **Commercial Services and Infrastructure**

##### **Shared Services**

##### **Partnership Services Group**

##### **Business Improvement Analyst**

##### **Information Technology Officer Class 2 \$86,547 - \$99,051, Canberra (PN: 47810)**

Gazetted: 23 July 2020

Closing Date: 6 August 2020

Details: Customer Support Services within Partnership Services Group in ACT Shared Services is passionate about innovation and improving service delivery across the ACT Government to enhance the customer experience. Do you enjoy being involved in project work, where you are able to analyse, design, document and develop solutions? Is delivery of customer centric outcomes by using your Business Analyst skills to translate and capture requirements of interest to you? Are you someone who is results driven, has experience in delivering solutions with some knowledge or exposure of Robotic Process Automation (RPA) and other Artificial Intelligence platforms? If you think this sounds like you have the skills, then look no further.

We are looking for a like-minded person to join our team as a Business Improvement Analyst. This role will work closely with various teams under limited supervision to achieve results in a fast paced and deadline driven environment. You will have the exciting opportunity to work in this innovative area, collaborating with stakeholders, alongside a great team that's committed to delivering quality outcomes.

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

Eligibility/Other Requirements:

Experience in managing and designing solutions for small to medium sized projects.

Experience in conducting Business Analysis including documentation, conducting workshops, gap analysis and developing solutions using different methodologies.

Exposure to or knowledge of RPA solutions such as Blue Prism, Automation Anywhere and/or UI Path desirable but not mandatory.

Knowledge of service management platforms such as Service Now, Orchestration and Integration is desirable but not mandatory.

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

How to Apply: Your suitability for this position will be assessed based on your Skills, Knowledge and Behaviour in relation to the Duties/Responsibilities of the role listed in the Position Description. If you think you're up for it, please send us your curriculum vitae and a two-page pitch using examples to demonstrate the ability, experience and qualification you will bring to the role while outlining why you think you're the best person for this job.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Anisa Hasan (02) 6205 7664 anisa.hasan@act.gov.au

## **Treasury, Commercial Services and Infrastructure**

### **ACT Property Group**

#### **Integrated Facilities Management**

#### **Property Upgrades Officer - Building and Construction Project Manager**

#### **Infrastructure Officer 2 \$86,652, \$99,693, Canberra (PN: 12369, several)**

Gazette Date: 24 July 2020

Closing Date: 11 August 2020

Details: ACT Property Group are seeking qualified and experienced Building and Construction Project Managers to manage property upgrade projects on ACT Government properties. Using technical skill and experience in maintenance and upgrade of properties the people in these roles deliver projects from inception to the completion of the defects period. Assisting clients to ensure the ACT Government receives high quality, technically proficient services in a timely manner. People in these roles will generally have a building trades or building management background and are able to provide technical advice when required. As a senior member of the team it is expected that applicants for these positions will have performed similar roles in government, community or commercial environments.

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

This position is part of the Integrated Facilities Management team delivering building maintenance and upgrade services to ACT Government Directorates. ACT Property Group and the team strive to deliver high quality services to customers and stakeholders.

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

Eligibility/Other Requirements: Applicants for these roles must have demonstrated experience and hold qualifications in Project Management and/or Property Management roles or similar. Building trades certification with significant building and infrastructure and/or project management experience is also acceptable. Applicants must also hold or have the capacity to obtain White Card, Asbestos Awareness and Work Health and Safety qualifications (Certificate IV). Applicants must have a current unrestricted driver's licence (car). Applicants may also hold or have the capacity to obtain membership of a relevant professional association.

Note: There are two permanent positions available and this recruitment may be used to fill a number of temporary contract positions in the team. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Please submit the following:

A two page pitch that tells the selection committee about your ability to perform the advertised role (Knowledge, Experience, Skills, Behaviour) and why you are the best person for this role.

The pitch should:

- Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.
- Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.
- Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.
- A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Schaidreiter (02) 6213 0746 [robert.schaidreiter@act.gov.au](mailto:robert.schaidreiter@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.

## **Policy and Cabinet**

### **Territory Records Office**

#### **Archives Officer**

#### **Administrative Services Officer Class 5 \$80, 323, \$85,020, Canberra (PN: 14092)**

Gazette Date: 28 July 2020

Closing Date: 11 August 2020

Details: The Territory Records Office is the recordkeeping regulator and archives authority for the ACT Government. The Office provides policy leadership and strategic direction on recordkeeping issues across the ACT Public Service. The Office supports the Director of Territory Records to exercise functions under the Territory Records Act 2002, including by setting standards for records management, authorising the disposal of and promoting access to Territory records, and monitoring the performance of records management across government.

To be successful in this role you will have excellent customer service, a can-do attitude, be proactive and have an interest in ACT Government archives. You will also have a keen eye for accuracy and have the ability to maintain statistics and prepare reports. On any given day you may assist members of the public wishing to access ACT Government archives, prepare written materials that promotes ACT archives, and carry out projects that make archives available to the public, and plan or deliver public engagement activities.



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

Eligibility/Other Requirements: Experience in using digitisation, web publishing, inquiry management and records management software, including Content Manager, Objective, Reftracker and Squiz Matrix is highly desirable.

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. For any questions regarding the position, please contact the Contact Officer.

COVID-19 arrangements: Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role.

How to Apply: Please review the attached Position Description and submit a supporting statement, of no more than two pages, providing evidence of your suitability for the role. Include examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural Capabilities. Include in your application, your current curriculum vitae and contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Wenke (02) 6207 5726 [michael.wenke@act.gov.au](mailto:michael.wenke@act.gov.au)

### **Access Canberra**

#### **Customer Coordination**

#### **Service Centres**

#### **Assistant Director**

#### **Senior Officer Grade C \$108,926, \$117,249, Canberra (PN: 33524)**

Gazette Date: 28 July 2020

Closing Date: 5 August 2020

Details: Applicants are sought from suitably experienced and motivated individual to act in the role of Assistant Director for Access Canberra Service Centres. The role is responsible for the operation functions of the Service Centres and is a vital link between these centres and our business partners. The role is also key in maintaining relationships across the ACT Government particularly those that the Service Centres deliver transactions services on behalf of. The Assistant Director supports the Director of Service Centres and works closely with staff across all levels and is critical to helping Service Centre staff maintain award-winning customer service.

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

Eligibility/Other Requirements: A working knowledge of Service Centre operations is preferred

Note: This is a temporary position available from 10 August 2020 until 28 September 2020 (six weeks initially) with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

How to Apply: Please submit a maximum two page application providing examples demonstrating your suitability for this position based on your Skills, Knowledge and Behaviour for this role outlined in the three questions within the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennie Gannon (02) 6207 5137 [jennie.gannon@act.gov.au](mailto:jennie.gannon@act.gov.au)

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

### **Community Services**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

## **Corporate Services**

### **Finance and Budget**

#### **Assistant Director - Management Accountants**

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 09850, several)**

Gazetted: 29 July 2020

Closing Date: 12 August 2020

Details: The Community Services Directorate has two Assistant Director position's in the Finance and Budget Branch. The Branch is looking to recruit suitably experienced accountants to fill these vacancies.

Applicants should be:

Experienced management accountants

Excellent communicators (verbal and written)

Be prepared to take on responsibility and lead within a team environment.

Note: This position will be moving to a new workplace designed for Activity-Based Working (ABW) in late 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 similar vacancies over the next 12 months.

How to Apply: To apply please submit two pages addressing the Selection Criteria and curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Ricky Zhao (02) 6205 4732 ricky.zhao@act.gov.au

## **Education**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

## **System Policy and Reform**

### **Strategic Policy**

#### **Early Childhood Policy**

##### **Policy Officer**

##### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 48494)**

Gazetted: 24 July 2020

Closing Date: 7 August 2020

Details: Are you a high performing Policy Officer looking for your next rewarding challenge? Are you excited by implementing strategic reform that benefits our youngest community members? Do you have exceptional interpersonal skills, high level written skills and well-developed time management capabilities?

The Early Childhood Policy team is looking for a motivated and conscientious individual with skills and experience in policy development to join us. You do not have to have experience in early childhood education but experience in government policy development and secretariat skills is highly desirable.

To be successful in this role you must be effective in working in a small team, and in a fast paced and collaborative environment. You will need expertise in government policy development, strong strategic thinking skills, excellent written and secretariat skills, high level organisational skills, and a desire to build and maintain quality partnerships with a range of stakeholders. This is a fantastic opportunity for someone who is keenly interested in being part of a collaborative effort to deliver strategic social policy reforms that will benefit children and families in our community. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Prior to commencing 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

COVID-19 arrangements: Our branch is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role.

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

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Sybilla Meeth (02) 6205 3619 sybilla.meeth@act.gov.au

### **School Performance and Improvement Division**

#### **Tuggeranong Network**

#### **Wanniassa Hills Primary**

#### **Business Manager**

#### **Administrative Services Officer Class 5 \$80,323, \$85,020, Canberra (PN: 00609)**

Gazette Date: 27 July 2020

Closing Date: 03 August 2020

Details: Wanniassa Hills Primary School is seeking a highly experienced officer for the position of Business Manager. The successful candidate will be expected to manage a busy work environment with high level competing demands including but not limited to human resource, finance, risk and compliance management. The ideal candidate will have demonstrated high level management skills, ability to communicate effectively with colleagues, executive teams and major client groups and external stakeholders ensuring high quality customer service is delivered.

The position is required to liaise with the Principal to ensure continuity in the delivery of key programs across the school. As a member of the executive team you will respond to and provide current, accurate and detailed reporting to both the school Principal and school board. Further duties include developing policies and procedures relating to facilities management, responsibility for the preparation of budgets, expenditure reviews, statements and, monitor estimates and financial returns.

The Business Manager has supervision responsibility for ten Administrative Support Officers engaged in various designated roles within the school. The successful candidate will be required to plan, direct and supervise their overall duties. Assisting each with personal performance and professional development.

Eligibility/Other Requirements: This position requires a high understanding of financial and HR management, computer systems and an understanding of the school environment.

Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety).

Desirable:

Working knowledge of the MAZE management systems.

Note: Selection may be based on application and referee reports only. Applicants are strongly encouraged to contact the Principal for further information regarding this position.

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

Applications should be submitted via the Apply Now button below.

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

Contact Officer: John Manders (02) 6142 0600 [john.manders@ed.act.edu.au](mailto:john.manders@ed.act.edu.au)

### **School Performance and Improvement**

#### **Belconnen Network**

#### **Kingsford Smith School**

#### **Youth Support Worker**

#### **School Assistant 4 \$66,371 - \$71,867, Canberra (PN: 42082)**

Gazetted: 28 July 2020

Closing Date: 4 August 2020

Details: An exciting opportunity exists to join the collaborative team at Kingsford Smith School. As a member of the Student Wellbeing team the successful applicant will be required to develop, implement and manage programs appropriate for young adolescents aimed at engaging them in learning and; enhancing their social skills and personal development.

These programs will support school connectedness and general health and wellbeing. Duties will also include, assisting students to access appropriate external community-based youth support services as well as take a proactive role to liaise with parents, school and relevant community or government agencies. Maintain accurate records that support the evaluation of the program/s. The successful applicant will possess sound knowledge and understanding of current issues affecting young people.

Eligibility/Other Requirements:

Tertiary qualification in Youth work or related field is desirable.

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

Note: As part of the School Assistant 4 classification the officer is required to work six days ( in addition to the four days Professional Learning) during stand down periods between school terms to undertake duties as directed, for example program preparation. This will normally be two days within each stand down period, subject to negotiation with the Principal.

How to Apply: The online application form requires a written response to the Selection Criteria and a curriculum vitae to be provided as a minimum.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Lyndsee Mahl (02) 6142 3403 [Lyndsee.Mahl@ed.act.edu.au](mailto:Lyndsee.Mahl@ed.act.edu.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](mailto:jobs@act.gov.au)**

### **Environment**

#### **ACT Parks and Conservation**

#### **Volunteer and Visitor Experience**

#### **Visitor Services Officer**

#### **Administrative Services Officer Class 2 \$57,454, \$63,443, Canberra (PN: C10928, several)**

Gazette Date: 23 July 2020

Closing Date: 05 August 2020

Details: We are looking for motivated and passionate people to provide casual frontline visitor service functions and administrative support to Tidbinbilla Nature Reserve and Namadgi National Park but predominantly based at Tidbinbilla.

Duties include working as a part of a small team responsible for the day to day operation of the Visitor Centre, providing information about recreation and tourism activities, retail sales, food and coffee preparation and basic administrative and communication tasks related to the operations of the centre. The successful occupant will require excellent communication skills, problem solving capability and the ability to maintain a strong customer focus. We are seeking applications from suitably experienced people who are interested in casual employment.

Eligibility/Other Requirements:

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

Note: There are several Casual positions available for a period of 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only

How to Apply: Written applications are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Selection Criteria and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Patricia Swain (02) 6207 3857 [patricia.swain@act.gov.au](mailto:patricia.swain@act.gov.au)

**Planning, Land and Building**

**Building, Design and Projects**

**Housing and Policy**

**Assistant Director - Strata Reform**

**Senior Officer Grade C \$108,926, \$117,249, Canberra (PN: 27909)**

Gazette Date: 28 July 2020

Closing Date: 04 August 2020

Details: We are seeking a person with a dynamic and enthusiastic approach combined with demonstrated skills and experience in unit titles (commonly known as strata title) suitable for a policy development environment. This role is part of a multi-disciplinary team that provides policy development and strategic advice on complex land use and land development issues, including unit titles, oversight of the ACT Housing Strategy and the new community concessional lease process.

This position will have primary responsibility for progressing a project to reform unit titling laws in the Territory, particularly to accommodate mixed-use (commercial and residential) developments. This will comprise three streams of work: to progress new governance models for future developments, considering arrangements for existing buildings (management of units plans), and working on potential modernisation of planning requirements for complex mixed-use developments.

Eligibility/Other Requirements: Demonstrated experience in unit title matters and knowledge of unit title legislation is highly desirable.

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

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amy Kingham (02) 6205 3398 amy.kingham@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](mailto:jobs@act.gov.au)**

**Emergency Services Agency**

**Fleet and Logistics**

**Mechanical Technician**

**ESA Mechanical Technician Level 2 \$78,663 - \$90,155 (up to \$96,646), Canberra (PN: 14186, several)**

Gazetted: 24 July 2020

Closing Date: 10 August 2020

Details: Are you a qualified automotive mechanic? Would you like to contribute to keeping our ACT Emergency Services Agency (ESA) professionals mobile and able to provide the ACT community with responsive services?

ESA provides 24/7 emergency services to all parts of our ACT community and support as needed to our emergency services colleagues interstate, through its four Services of Ambulance Service, Fire and Rescue, Rural Fire Service and State Emergency Service.

The Fleet and Logistics Workshop (the Workshop) consists of a small, highly experienced and collaborative team of mechanics and technical specialists that work to ensure our ability to respond to the Community's needs.

We do this through:

Strategic integrated fleet maintenance and resource management and planning for a wide range of vehicles,

Management of equipment and inventory maintenance;

Technical vehicle and equipment maintenance and engineering services; and

Specialist technical advice and integrated support to the Agency.

If you are a highly motivated qualified mechanic who wants to be part of a supportive team using your skills to support our Community, we would love to hear from you. We will offer you great variety in your work and an

environment that gives you the opportunity to progress as a specialist technician or to develop a range of administrative and management skills.

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

Eligibility/Other Requirements: Appropriate and relevant trade qualifications and/or post trade qualifications including hydraulics, pneumatics and auto electrics. Relevant automotive electrical trade certificate holders may be considered. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: This is a temporary position available immediately for up to 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. If you are successful you will be required to participate in an out-of-hours on-call roster.

How to Apply: Expressions of interest are sought from suitable candidates who meet the above criteria.

Please provide the following information:

A two page A4 statement addressing the behavioural capabilities as listed in the position description.

A brief employment history/curriculum vitae

Certified copies of your relevant qualifications

A copy of your WWVP card/ or the ability to obtain one.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Anthony Mallia (02) 6207 7137 [Anthony.Mallia@act.gov.au](mailto:Anthony.Mallia@act.gov.au)

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

## **ACT Corrective Services**

### **Office of the Commissioner**

#### **Executive Assistant**

#### **Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 10299)**

Gazetted: 28 July 2020

Closing Date: 11 August 2020

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the vacancy of Executive Assistant within the Office of the Commissioner.

The role of Executive Assistant to the Commissioner, ACTCS, will include providing high level organisational and practical support to assist the Commissioner to exercise their functions. This will include maintaining the Commissioner's schedule and diary, efficient and effective office systems and demonstrating high quality customer service.

The successful candidate will be the first point of contact for enquiries to the Commissioner and will maintain effective liaison between ACTCS and JACS Executive Officers, other directorates and external organisations.

Further to this, the successful candidate will provide secretariat and minute-taking support in meetings as required, general office management activities and arranging travel and accommodation bookings.

To be successful, you will have strong administrative and organisational skills, the ability to prioritise workloads, attention to detail and also possess excellent customer service and communication 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:

Relevant experience in executive support/office management is desirable. Background police checks will be conducted. Driver's licence is desirable.

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

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Laila Kazak (02) 6207 9289 [Laila.Kazak@act.gov.au](mailto:Laila.Kazak@act.gov.au)

**Public Trustee and Guardian  
Guardianship**

**Senior Director - Guardianship Unit - Deputy Public Trustee and Guardian  
Senior Officer Grade A \$148,991, Canberra (PN: 38578)**

Gazette Date: 27 July 2020

Closing Date: 10 August 2020

Details: The Public Trustee and Guardian is a unique organisation that provides trustee, guardianship and estate administration services to the ACT community.

We have a temporary vacancy up to 12 months with possibility of permanency for a motivated and well-organised person who is skilled in strategic administration to act as Deputy Public Trustee and Guardian and Senior Director of our Guardianship Unit. The Guardianship Unit provides guardianship services to adults in our community who have diminished ability to manage their affairs due to a physical, mental, psychological or intellectual condition. Guardianship services are provided under authority of an order of ACAT or Enduring Power of Attorney.

The successful candidate will lead the day-to-day administration of a busy multi-disciplinary team involved in the provision of guardianship services. This includes the ability to administer, apply and interpret legislation. We are seeking an articulate, confident person with strong client and staff management skills.

Eligibility/Other Requirements:

- Tertiary qualifications in a relevant discipline are highly desirable.
- Driver's licence Class (C) is essential.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: This is a temporary position available from 1 September 2020 up to 12 months with the possibility of extension and/or permanency. An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the position overview, Knowledge and Behavioural Capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Penelope Parker (02) 6207 9800 [penelope.parker@act.gov.au](mailto:penelope.parker@act.gov.au)

**ACT Corrective Services**

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

**Director, Reintegration**

**Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 30868)**

Gazetted: 28 July 2020

Closing Date: 13 August 2020

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Manager, Reintegration (SOGB), in the Programs and Reintegration Unit. This will be a challenging and rewarding position that includes extensive stakeholder engagement and community involvement. The successful applicant will be responsible for managing the reintegrative elements of the Programs and Reintegration unit, including the Extended Throughcare Program, the Transitional Release Program and program activities within the Transitional Release Centre – focussed on supporting successful community reintegration of detainees and offenders managed by ACTCS. Further to this, you will be responsible for implementing and promoting strategies to enhance opportunities for detainee employment upon release and providing management and support to operational units, ensuring a positive approach to enhancing reintegrative activities. In addition, you will manage new projects and ongoing initiatives including the implementation and periodic review of policies, procedures, contracts, agreements and services and coordinate the implementation of quality assurance measures, compliance monitoring and risk management practices. Qualifications/Other requirements • Experience in liaison and negotiation with the public, private and not for profit sector is essential.



• Demonstrated experience and/or willingness to work with offenders and detainees is essential • Relevant tertiary qualifications and/ or equivalent correctional experience are desirable; • A current driver's licence is required. • The successful candidate may be required to undergo a criminal record check. • Current registration issued under the Working with Vulnerable People (Background Check) Act 2011 is required. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. To apply, applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; (3) a current resume; (4) the names and contact details of two referees (one should be a current Supervisor/Manager); and (5) a copy of their Driver's Licence. Please ensure you submit all five items.

Temporary

Contact Officer: Anna Kirkham (02) 6205 4818 [Anna.Kirkham@act.gov.au](mailto:Anna.Kirkham@act.gov.au)

### **Office of the Legislative Assembly**

#### **Office of the Clerk**

##### **Education and Engagement Officer**

##### **Administrative Service Officer Class 4 \$72,272, \$78,254, Canberra (PN: 105)**

Gazette Date: 27 July 2020

Closing Date: 10 August 2020

Details: The Office of the Legislative Assembly is seeking an enthusiastic individual interested in working as an Education and Engagement Officer in the Office of the Clerk.

The Education and Engagement Officer is responsible for providing assistance and support to the Manager, Education and Engagement in the administration and delivery of education and engagement programs to individuals and groups visiting the Assembly, development of program resources associated with education and engagement events and assisting in the public affairs and engagement activities relating to social media, video production and content management responsibilities.

Note: This is a permanent part-time position working 25 hours per week and the full-time salary noted above will be paid pro-rata.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Cullen (02) 6205 3106 [joanne.cullen@parliament.act.gov.au](mailto:joanne.cullen@parliament.act.gov.au)

### **Suburban Land Agency**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Program Solutions**

##### **Marketing**

##### **Marketing Officer**

##### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 39409)**

Gazetted: 29 July 2020

Closing Date: 14 August 2020

Details: Do you love marketing and creativity? Game for a new challenge? Come and join the Suburban Land Agency's marketing team. We are looking for an enthusiastic marketing campaign officer who is a quick learner to support the marketing team in promoting our new communities.

We are looking for a team player who is passionate about the customer experience, making a difference and new ways of thinking. Importantly, we are looking for people who are flexible, proactive and able to establish good relationships across the agency.



The role works in a fast-paced environment and will deliver a range of marketing activities within a supportive and diverse team. Experience with supplier management and creative agencies are desirable.

Eligibility/Other Requirements:

Qualifications in marketing, events or a related discipline is preferred.

Understanding of the land/ property development market, particularly in terms of marketing and sales.

Driver's licence.

This position will be required to occasionally work after hours and on weekends.

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

Notes: This is a temporary position available immediately up until November 2021 with the possibility of permanency. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability based on the Position Description. Please also include contact details of at least two referees and a current curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Josie Khng (02) 6207 3079 [josie.khng@act.gov.au](mailto:josie.khng@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](mailto:jobs@act.gov.au)**

**Executive Branch Manager, Strategic Policy and Customer**

**Temporary Vacancy (17/8/2020 – 5/10/2020)**

**Transport Canberra and City Services**

**Transport Canberra and Business Services**

**Position: E881**

**(Remuneration equivalent to Executive Level 1.3)**

Date circulated: 29 July 2020

Circulated to: ACTPS Senior Executive List and ACTPS, SOGA

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Branch Manager Strategic Policy and Customer for the period 17/8/2020 – 5/10/2020.

The Executive Branch Manager, Strategic Policy and Customer will spearhead TCCS efforts to continually improve the citizen experience of the ACT's integrated transport and city services. Supported by a dedicated Branch and working across the Directorate and government, the EBM will develop policies and associated strategies which improve service delivery and enable outcomes for the community in line with the Government's objectives.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

To apply: Applicants should submit a one page expression of interest and curriculum vitae addressing their suitability and availability for the role to John Bowdery via email to [john.bowdery@act.gov.au](mailto:john.bowdery@act.gov.au) by COB Tuesday 4 August 2020.

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

Remuneration: The position attracts a remuneration package ranging from \$236,451 - \$245,570 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$182,388.

Contact Officer: John Bowdery (02) 6207 8467 [john.bowdery@act.gov.au](mailto:john.bowdery@act.gov.au)

### **Project Manager**

#### **Senior Officer Grade A \$148,991, Canberra (PN: 32259)**

Gazetted: 28 July 2020

Closing Date: 18 August 2020

Details: The Project Manager role is responsible for the planning, design scope, procurement and execution of key capital projects for TCCS. The role is responsible for ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations, and legislation. The role will lead the delivery of simple to complex works projects to deliver great services to the Canberra community.

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

Hold a relevant building degree; or

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

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

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

How to Apply: Applicants should submit a written application addressing the Selection Criteria limiting responses to 250 - 300 word per criteria, along with your current curriculum vitae.

Succinct applications that clearly demonstrate applicants' contribution towards successful team projects will be viewed highly.

Please note the following: If interviews are required, they may be conducted via Video or Teleconference; or Selection may be based on application and referee reports only.

Contact Officer: Kae Harradine (02) 6205 3508 [Kae.Harradine@act.gov.au](mailto:Kae.Harradine@act.gov.au)

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

### **City Services**

#### **Infrastructure Delivery and Waste**

#### **Infrastructure Delivery**

#### **Project Manager**

#### **Infrastructure Officer 4 \$129,394 - \$147,008, Canberra (PN: 19285, several)**

Gazetted: 28 July 2020

Closing Date: 18 August 2020

Details: The Infrastructure Officer role is responsible for the planning, design scope, procurement and execution of key capital projects for TCCS. The role is responsible for ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation. The role will lead the delivery of simple to complex works projects to deliver great services to the Canberra community.

Eligibility/Other Requirements: Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

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

Have an understanding of sports ground operations and/or facilities maintenance is preferred.

Note: An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. 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: Applicants should address the numbered selection criteria and limit responses to 250-300 words (max) per criteria also attach a current resume. Succinct applications that clearly demonstrate applicants' contribution towards successful team projects will be viewed highly.

Please note the following: If interviews are required, they may be conducted via Video or Teleconference; or Selection may be based on application and referee reports only.

To apply for similar positions with TCCS please view position 18120. A separate application will be required for each position

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.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Kae Harradine (02) 6205 3508 [Kae.Harradine@act.gov.au](mailto:Kae.Harradine@act.gov.au)

### **Project Manager - Infrastructure Delivery**

#### **Infrastructure Officer 4 \$129,394 - \$147,008, Canberra (PN: 37062, several)**

Gazetted: 29 July 2020

Closing Date: 18 August 2020

Details: The Infrastructure Officer role is responsible for the planning, design scope, procurement and execution of key capital projects for TCCS. The role is responsible for ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation. The role will lead the delivery of simple to complex works projects to deliver great services to the Canberra community.

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

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management

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

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

ABW: 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.

Inclusivity: 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.

Applicants should address the numbered selection criteria and limit responses to 250-300 words (max) per criteria also attach a current resume.

Succinct applications that clearly demonstrate applicants' contribution towards successful team projects will be viewed highly.

Please note the following:

If interviews are required, they may be conducted via Video or Teleconference; or

Selection may be based on application and referee reports only.

Contact Officer: Kae Harradine (02) 6205 3508 [Kae.Harradine@act.gov.au](mailto:Kae.Harradine@act.gov.au)

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

### **City Services**

#### **Infrastructure Delivery**

##### **Project Manager - Engineer**

#### **Infrastructure Officer 4 \$129,394 - \$147,008, Canberra (PN: 18120)**

Gazetted: 28 July 2020

Closing Date: 18 August 2020

Details: The Infrastructure Officer role is responsible for the planning, design scope, procurement and execution of key capital projects for Transport Canberra and City Services (TCCS). The role is responsible for ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and

compliant with relevant policies, codes, regulations and legislation. The role will lead the delivery of simple to complex works projects to deliver great services to the Canberra community.

**Eligibility/Other Requirements:**

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

Hold a relevant building degree; or

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

**Notes:** 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 may be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Applicants should address the numbered Selection Criteria and limit responses to 250-300 words (max) per criteria also attach a current curriculum vitae.

Succinct applications that clearly demonstrate applicants' contribution towards successful team projects will be viewed highly.

Please note the following:

If interviews are required, they may be conducted via Video or Teleconference; or

Selection may be based on application and referee reports only.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Kae Harradine (02) 6205 3508 kae.harradine@act.gov.au

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

## **City Services**

### **Infrastructure Delivery**

#### **Infrastructure Officer 3 - Civil**

#### **Infrastructure Officer 3 \$109,177 - \$119,846, Canberra (PN: 37069)**

Gazetted: 28 July 2020

Closing Date: 18 August 2020

**Details:** The Infrastructure Officer role is responsible for the planning, design scope, procurement and execution of key capital projects for Transport Canberra and City Services (TCCS). The role is responsible for ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation. The role will lead the delivery of simple to complex works projects to deliver great services to the Canberra community. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

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

**Notes:** 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 may be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Applicants should address the numbered Selection Criteria and limit responses to 250-300 words (max) per criteria also attach a current curriculum vitae.

Succinct applications that clearly demonstrate applicants' contribution towards successful team projects will be viewed highly.

Please note the following:

If interviews are required, they may be conducted via Video or Teleconference; or

Selection may be based on application and referee reports only.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Kae Harradine (02) 6205 3508 kae.harradine@act.gov.au

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

## City Services

### Infrastructure Delivery

#### Infrastructure Officer 3 - Urban

#### Infrastructure Officer 3 \$109,177 - \$119,846, Canberra (PN: 16806, several)

Gazetted: 28 July 2020

Closing Date: 18 August 2020

Details: The Infrastructure Officer role is responsible for the planning, design scope, procurement and execution of key capital projects for Transport Canberra and City Services (TCCS). The role is responsible for ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation. The role will lead the delivery of simple to complex works projects to deliver great services to the Canberra community. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

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

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management

Notes: There are several permanent and one temporary role available for a period of two years. An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020.

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

How to Apply: Applicants should address the numbered Selection Criteria and limit responses to 250-300 words (max) per criteria also attach a current curriculum vitae. Succinct applications that clearly demonstrate applicants' contribution towards successful team projects will be viewed highly.

Please note the following:

If interviews are required, they may be conducted via Video or Teleconference; or

Selection may be based on application and referee reports only.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Kae Harradine (02) 6205 3508 kae.harradine@act.gov.au

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

## City Services

### City Presentation

#### Senior Investigator

#### Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 39671)

Gazette Date: 24 July 2020

Closing Date: 07 August 2020

Details: Do you want the opportunity to work with great people in a rewarding career that shapes our City's future? Join Transport Canberra and City Services (TCCS) as we make Canberra attractive, safe and easy to move around. Licensing and Compliance is seeking a highly motivated person to join its incredible, dynamic team. Licensing and Compliance (LandC) works within TCCS' City Presentation and is primarily responsible for regulating and licensing public unleased land. The position provides investigative support to authorised officers and to other City Presentation units including Urban Treescapes and Place Management. You will work with numerous pieces of legislation including but not limited to the Public Unleased Land Act 2013, Litter Act 2004, Tree Protection Act 2005 and Domestic Animals Act 2000. The Investigations Team plays a primary role in preparing briefs of evidence for issues referred to the ACT Director of Public Prosecutions, and officers from the team may be required to attend associated court proceedings. The team also works to develop the skills of authorised officers to ensure investigations undertaken are done so in accordance with legislative requirements and demonstrate best practice. The incumbent will provide outstanding leadership, communicate professionally and work with flexibility,

efficiency, and diplomacy both individually and as part of a complex team effort. TCCS supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

The successful applicants must have:

- Driver's licence Class 'C' or higher.
- Certificate IV in Government Investigation or equivalent or a willingness to complete within 12 months of employment or relevant experience within a law enforcement or regulatory agency.
- High level Government writing skills.
- The willingness to undertake field operations that maybe protracted and be prepared to attend Court and give evidence if required.

**Desirable:**

- Current First Aid Certificate.
- Diploma in Government Investigations.
- Demonstrated experience in investigations and in a regulatory environment.
- Experience in developing / delivering training programs.
- 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Successful applicants must meet suitability requirements (experience, qualifications and personal character) to be appointed as Authorised Persons under a number of Acts. These requirements include demonstrated experience, relevant qualifications (outlined under the eligibility requirements listed below), and being of good character, demonstrated through recent criminal history check not including spent convictions (undertaken as part of standard ACT Government recruitment procedures for the successful candidate); and character references.

Note: Selection may be based on application and referee reports only. Interviews may be conducted via video link. An order of merit list may be established to fill future vacancies at level over the next 12 months. 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: Written applications are to be in the form of a two-page pitch, addressing the selection criteria, outlining how your Skills, Qualifications and Experience relate to this role and its duties, and what you will bring to the role. In your pitch you will also tell us how you meet the Behavioural Capabilities and Professional/Technical Skills and Knowledge components of the role. Please also provide a tailored curriculum vitae and the names and contact details of at least two referees who can attest to your work performance, ability and attitude (at least one of whom is to be a current or very recent supervisor). See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joe Zuzek (02) 6205 9971 [joe.zuzek@act.gov.au](mailto:joe.zuzek@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.

**Chief Operating Office**

**Governance and Ministerial Services**

**Ministerial Business Unit**

**Directorate Liaison Officer**

**Senior Officer Grade C/Senior Officer Grade B \$108,926 - \$144,418, Canberra (PN: 11867)**

Gazetted: 24 July 2020

Closing Date: 14 August 2020

Details: The Governance and Ministerial Services branch is responsible for oversight of audit, compliance, protective security compliance, emergency planning, business continuity, insurance coordination, risk management, fraud control, quality management, records management and corporate planning/reporting, as well as all Ministerial services. The section works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities.

We are seeking applications from highly motivated and goal orientated people to fill the role of Directorate Liaison Officer (DLO) which sits within the Ministerial Services team. The DLO is required to facilitate and support direct communications and policy advice between the Directorate and the Minister's Office, and as necessary other

Minister's Offices, and provides specialist assistance in matters relating to Cabinet, the Legislative Assembly, constituent meetings and functions. The position will have significant contact with Directorate Officers, requiring a high degree of sensitivity, as well as a highly responsive approach in responding to tight deadlines. The incumbent is required to comply with the following legislation, *Freedom of Information Act 1989*, *Public Interest Disclosure Act 1994*, *Work Safety Act 2011*, *Privacy Act 1988 (Cth)*, *Public Sector Management Act 1994*, and the *Territory Records Act 2002*.

This role requires a person who can inspire, energise and positively influence team and individual outcomes. Effective employee engagement skills are a key enabler in the performance of this role as is a value-based leadership style, the ability to handle conflict and manage expectations, with a high degree of judgement. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, aligned with Transport Canberra and City Services (TCCS) values, and negotiate and influence to achieve organisational objectives. The ideal candidate also needs to understand and represent TCCS as an exemplary public official and convey messages and provide frank and honest advice in a way that represents the directorate.

Notes: This position is a temporary position for 12 months with the possibility of extension. This position will be filled at either the SOGC or SOGB level, dependant on the skills and experience of the successful applicant.

How to Apply: How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and a one page pitch to the Selection Criteria setting out why you are the best person for the role.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Sarah Bourne (02) 6207 5495 [sarah.bourne@act.gov.au](mailto:sarah.bourne@act.gov.au)

## **APPOINTMENTS**

### **ACT Audit Office**

#### **Principal - ACT Audit Office \$155,330**

Tanja Porter, Section 68(1), 27 July 2020

### **ACT Health**

#### **Senior Information Technology Officer Grade B \$128,286 - \$144,418**

Christopher O'Dowd, Section 68(1), 27 July 2020

### **Canberra Health Services**

#### **Registered Nurse Level 2 \$94,409 - \$100,061**

Crystal Brunoro, Section 68(1), 27 July 2020

#### **Enrolled Nurse Level 1 \$61,658 - \$65,876**

Sabita Kumari Joshi Pant, Section 68(1), 6 August 2020

#### **Pharmacist Level 2 \$79,458 - \$109,064 (up to \$111,914 on achieving personal upgrade)**

Jarren Nelson, Section 68(1), 27 July 2020

#### **Registered Nurse Level 4.2 \$131,034**

Rebekah Ogilvie, Section 68(1), 30 July 2020

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

Sijimol Venkattackal Devasia, Section 68(1), 29 July 2020

**Chief Minister, Treasury and Economic Development**

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

Natasha Fedorow, Section 68(1), 28 July 2020

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

Sarah Goodall, Section 68(1), 28 July 2020

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

Patricia Ryan, Section 68(1), 27 July 2020

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

Tesreena Sandhu, Section 68(1), 28 July 2020

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

Elizabeth Smith, Section 68(1), 28 July 2020

**Community Services**

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

Taylor Beaton, Section 68(1), 24 July 2020

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

Tran Viet-Quoc Doan, Section 68(1), 27 July 2020

**Child and Youth Protection Professional Level 1 \$67,958 - \$85,177**

Rajan Kaplish, Section 68(1), 23 July 2020

**Child and Youth Protection Professional Level 1 \$67,958 - \$85,177**

Anna-Lee McPherson, Section 68(1), 23 July 2020

**Child and Youth Protection Professional Level 1 \$67,958 - \$85,177**

Sarah Oliver, Section 68(1), 27 July 2020

**Environment, Planning and Sustainable Development**

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

Eshan Ahuja, Section 68(1), 29 July 2020

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

Emma Richardson, Section 68(1), 27 July 2020

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

Katharine Stuart, Section 68(1), 22 July 2020

**Justice and Community Safety**

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

Briana Commisso, Section 68(1), 20 July 2020

**ACT Courts and Tribunal Legal 1 \$66,989 - \$134,918**

Julia Ejelovitch, Section 68(1), 27 July 2020

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

Sarah McAuley, Section 68(1), 23 July 2020



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

Madison Tidy, Section 68(1), 27 July 2020

**Transport Canberra and City Services**

**Bus Operator - Training \$70,688**

Stuart Kidd, Section 68(1), 27 July 2020

**TRANSFERS**

**Canberra Health Services**

**Michael Cahill**

From: Registered Midwife Level 2 \$94,409 - \$100,061

Canberra Health Services

To: Registered Midwife Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 29943) (Gazetted 16 April 2020)

**Chief Minister, Treasury and Economic Development**

**Michelle Corlett**

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

Transport Canberra and City Services

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 08524) (Gazetted 10 February 2020)

**Community Services**

**Michelle Champagne**

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

Canberra Health Services

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

Community Services, Canberra (PN. 56048) (Gazetted 3 June 2020)

**Education**

**Emma Cooley**

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

Community Services

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

Education, Canberra (PN. 45544) (Gazetted 25 May 2020)

**Vicki Gwilliam**

From: School Leader C \$126,542

Education

To: School Leader C \$126,542

Education, Canberra (PN. 02788) (Gazetted 11 June 2020)

**Environment, Planning and Sustainable Development**

**Tom Nilsen**

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

Transport Canberra and City Services

To: Senior Officer Grade C \$108,926 - \$117,249  
Environment, Planning and Sustainable Development, Canberra (PN. 03082) (Gazetted 6 November 2019)

**Transport Canberra and City Services**

**Kirsten Galafassi**

From: \$108,926 - \$117,249  
Canberra Health Services  
To: Administrative Services Officer Class 6 \$86,547 - \$99,051  
Transport Canberra and City Services, Canberra (PN. 38170) (Gazetted 27 May 2020)

**Kirsten Rae**

From: Senior Officer Grade C \$108,926 - \$117,249  
Chief Minister, Treasury and Economic Development  
To: Senior Officer Grade C \$108,926 - \$117,249  
Transport Canberra and City Services, Canberra (PN. 44067) (Gazetted 9 July 2020)

**PROMOTIONS**

**Canberra Health Services**

**Clinical Services**

**Cancer and Ambulatory Services**

**Walk In Centres**

**Don Bernal**

From: Registered Nurse Level 2 \$94,409 - \$100,061  
Canberra Health Services  
To: Registered Nurse Level 3.1 \$108,237 - \$112,691  
Canberra Health Services, Canberra (PN: 40408) (Gazetted 30/07/2020)

**Canberra Institute of Technology**

**Business**

**Growth and Development**

**Industry Engagement and Strategic Relations**

**Tamara Duncan**

From: Administrative Services Officer Class 4 \$72,272 - \$78,254  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 6 \$86,547 - \$99,051  
Canberra Institute of Technology, Canberra (PN: 20604) (Gazetted 28/07/2020)  
Note: This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

**Chief Minister, Treasury and Economic Development**

**Workplace Safety and Industrial Relations**

**Continuous Improvement and Workers' Compensation**

**Work Health Safety and Wellbeing**

**Anne James**

From: Administrative Services Officer Class 6 \$86,547 - \$99,051  
Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade C \$108,926 - \$117,249  
Chief Minister, Treasury and Economic Development, Canberra (PN. 36432) (Gazetted 10 June 2020)

**Commercial Services and Infrastructure**

**ACT Property Group**

**Customer and Tenancy Management**

**Eszter Snell**

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

Canberra Health Services

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 35618) (Gazetted 11 March 2020)

**Education**

**Service Design and Delivery**

**Digital Strategy, Services and Transformation**

**Rachel Evans**

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

Education

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

Education, Canberra (PN. 46895) (Gazetted 29 May 2020)

**School Performance and Improvement Division**

**Narrabundah Early Childhood School**

**Robyn Kiddy**

From: \$126,542

Education

To: †School Leader B \$147,337

Education, Canberra (PN. 25278) (Gazetted 3 June 2020)

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

**School Performance and Improvement**

**North and Gungahlin Network**

**Gold Creek School**

**Leighton Mann**

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

Education

To: Facilities Manager \$86,547 - \$99,051

Education, Canberra (PN. 44158) (Gazetted 13 March 2020)

**School Performance and Improvement Division**

**Student Engagement**

**Campbell Primary School**

**Erin Minehan**

From: School Leader C \$126,542

Education

To: †School Leader B \$147,337

Education, Canberra (PN. 04001) (Gazetted 9 June 2020)

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

**Environment, Planning and Sustainable Development**

**Planning Delivery**

**Office of the Surveyor-General and Land Information**

**Cindy Alcock**

From: Technical Officer Level 2 \$64,220 - \$73,540  
Environment, Planning and Sustainable Development  
To: Technical Officer Level 3 \$74,973 - \$84,729  
Environment, Planning and Sustainable Development, Canberra (PN. 05502) (Gazetted 1 July 2020)

**Suburban Land Agency**

**Finance Valuations and Systems**

**Finance**

**Clare Vincent**

From: Senior Officer Grade C \$108,926 - \$117,249  
Transport Canberra and City Services  
To: †Senior Officer Grade B \$128,286 - \$144,418  
Environment, Planning and Sustainable Development, Canberra (PN. 36974) (Gazetted 29 May 2020)

**Transport Canberra and City Services**

**Chief Operating Officer Group**

**Governance and Ministerial Services**

**Security and Emergency Management**

**Philip Gritti**

From: Senior Officer Grade B \$128,286 - \$144,418  
Transport Canberra and City Services  
To: †Senior Officer Grade A \$148,991  
Transport Canberra and City Services, Canberra (PN. 00478) (Gazetted 3 July 2020)

**Transport Canberra**

**Transport Canberra Operations**

**Operations / Recruitment and Training**

**James Price**

From: Bus Operator \$78,412  
Transport Canberra and City Services  
To: †Transport Officer Grade 2 - ACTION \$92,797  
Transport Canberra and City Services, Canberra (PN. A20106, Several) (Gazetted 24 September 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.