



ACT Government Gazette

Gazetted Notices for the week beginning 20 August 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

Health Protection Service

Communicable Disease Control Section

Senior Director Communicable Disease Control Section

Senior Officer Grade A \$148,991, Canberra (PN: 29621)

Gazetted: 25 August 2020

Closing Date: 1 September 2020

Details: The ACT Health Directorate is seeking a dynamic and motivated health professional with highly developed leadership and interpersonal skills to lead the operations of the Communicable Disease Control section of the Health Protection Service.

Eligibility/Other Requirements:

Highly Desirable: Applicants are required to hold tertiary qualifications in public health, or a related discipline

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

How to Apply: Applicants are required to submit a concise written statement of claims against the Selection Criteria outlined in the Position Description please submit by the advertised closing date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Conrad Barr (02) 5124 9262 conrad.barr@act.gov.au

Digital Solutions Division

Information and Data Management

Reporting and Analysis Hub

Director, Reporting and Analysis Hub

Senior Information Technology Officer Grade B \$128,286 - \$144,418, Canberra (PN: 48750)

Gazetted: 26 August 2020

Closing Date: 9 September 2020

Details: The Information and Data Management Branch (IDM) of the Digital Solutions Division is looking for enthusiastic staff who have experience in leading strong teams in the production of high quality, well-structured data and information reports. The IDM is responsible for managing the Directorate's reporting requirements to national data agencies and Australian governments. This includes activity, performance and costing data. IDM also manages the Directorate's relationships with the national data agencies and is responsible for developing and monitoring a health performance framework for the delivery of health services across the ACT. ACT Health supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please submit a written application of no more than two pages, addressing the Selection Criteria, provide a current curriculum vitae, and contact details of at least two referees, one of which has a good understanding of your technical skills.

Applications should be submitted via the Apply Now button below

Contact Officer: Sean Winefield (02) 5124 9114 sean.winefield@act.gov.au

Digital Solutions Division

Technology Operations

Support and Diagnostic Systems Hub

System Administrator

Information Technology Officer Class 2 \$86,547 - \$99,051, Canberra (PN: 48154)

Gazetted: 26 August 2020

Closing Date: 9 September 2020

Details: The Technology Operations Branch of the Digital Solutions Division is looking for people who enjoy troubleshooting and investigating solutions for end users and have strong ICT skills and experience, to join the team as a Systems Administrator.

In this role you will use your system administration skills to develop and implement enhancements and upgrades for Pathology applications and hardware.

Based in Woden, the role can also involve local client contact and support with the opportunity for flexible hours and out of hours on call rostered overtime.

The Digital Solutions Division Technology Operations Branch is responsible for the delivery and operation of technology services to ACT Health, our patients, stakeholders and partners. Our services cater to all types of technology including patient monitoring equipment, clinical business applications, critical communications and infrastructure, standard end-user equipment and services such as telephony and administrative computer applications and hardware.

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

Eligibility/Other Requirements:

Desirable:

Programming and software support skills.

Qualifications in ITIL or experience working in an ITIL environment would be an advantage but not essential.

Experience in the support and management of Health IT applications.

Member of the Australian Computer Society at a level of Certified Professional (CP) or the ability to obtain that qualification level.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Goldrick (02) 5124 9110 Matthew.Goldrick@act.gov.au

Health Systems, Policy and Research

Health System Planning and Evaluation

Health Service Planning Unit

Health Service Planning Officer (Assistant Director)

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 29379)

Gazetted: 21 August 2020

Closing Date: 15 September 2020

Details: If you have a passion for healthcare and want to work as part of a dynamic, high achieving, supportive and trusted team to help shape the health system of the future then keep reading!

Our team works collaboratively with clinical services, policy and project teams, non-government and primary health care service providers to determine future requirements for health service development and redesign to meet the needs of our community. We are looking for new team members who are passionate about health care, have excellent collaboration and communication skills, are outcome and solution focussed and share our mantra that how you go about doing things is as important if not more so than what you are doing. We have a proactive, supportive and positive team environment and it's a place where talented people love coming to work!

Are you an experienced health service planner looking for a change of scenery? Or perhaps you are ready to move on from clinical roles but still use your skills, knowledge and experience? Or have you been working in policy, project, epidemiology or service development and want to try something new? Then the ACT Health Service Planning team wants to hear from you!

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

Eligibility/Other Requirements:

Desirable: Knowledge of health service planning processes, issues, and developments in the health sector in Australia, and experience or qualification in project management is desirable.

How to Apply: Please submit your response addressing Selection Criteria outlined in the Position Description, your written response should be limited to no more than half a page per criterion.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lisa Allewa (02) 5124 9662 lisa.allewa@act.gov.au

Corporate Services

Strategic Infrastructure

Infrastructure Client Services Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 39084)

Gazetted: 21 August 2020

Closing Date: 4 September 2020

Details: Strategic Infrastructure Division is responsible for Territory-wide health infrastructure policy, strategy and design, including public hospital campus planning. The division also has responsibility for ACT Health's territory wide property portfolio. The Division is a fun place to work, where people enjoy a laugh and are self-motivated, team players and results driven. As the Infrastructure Client Services Officer, you will coordinate the ACT Health Directorate's Infrastructure projects and programs including strategic accommodation variations, Fleet Management, Emergency and Fire Safety Training program, Domestic and Environmental Services, planned maintenance and repairs programs, leasing/licencing including facilitation of regular condition reports as well as the governance and documentation of these programs. We are looking for a can-do person who shows initiative and a commitment to quality work. You will live the ACT Public Service values of respect, integrity, innovation and collaboration and bring with you to work a positive attitude and a high level of professionalism. We are looking for a team player who values and respects others' contributions to the workplace and in turn contributes knowledge and skills for the greater good. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The following are desirable but not essential attributes;

Experience in or knowledge of ACT Government procurement. Experience in the administration and coordination of infrastructure programs such as strategic accommodation planning, asset and facilities management, emergency and fire safety and/or cleaning and domestic services.

Experience in vehicle fleet management administration and coordination.

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: Justeen Stapleton (02) 5124 9452 justeen.stapleton@act.gov.au

Calvary Health Care ACT (Public)

Calvary Public Hospital Bruce

Allied Health

Pharmacy

Lead Pharmacist

Pharmacist 4.2 \$115,388 - \$124,221, Canberra (PN: LP9064)

Gazette Date: 25 August 2020

Closing Date: 13 September 2020

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

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

Reference Number: 13681

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

Contact Officer: Emily Diprose (02) 6201 6269 emily.diprose@calvary-act.com.au

Calvary Public Hospital Bruce

Clare Holland House

Community Specialist Palliative Care Service

Registered Nurse

Registered Nurse Level 1.2 – 1.8 \$68,902 - \$92,040 Canberra (PN: Various)

Gazette Date: 26 August 2020

Closing Date: 30 August 2020

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

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

Reference Number: 13688

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

Contact Officer: Bradley Smith (02) 6264 7300 bradley.smith@calvary-act.com.au

Calvary Public Hospital Bruce

Maternity

Registered Midwife

Registered Midwife Level 2.4 \$101,412 Canberra (PN: LP6762)

Gazette Date: 26 August 2020

Closing Date: 13 September 2020

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

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

Reference Number: 13663

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

Contact Officer: Elizabeth Bishop (02) 6201 6880 Elizabeth.Bishop@calvary-act.com.au

Calvary Public Hospital Bruce

Diabetes Educator Officer

Registered Nurse 3 Grade 1 Year 2 \$111,956 Canberra (PN: LP6678)

Gazette Date: 26 August 2020

Closing Date: 08 September 2020

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

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

Reference Number: 13689

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

Contact Officer: Marica Neilson (02) 6201 6439 marcia.neilson@calvary-act.com.au

Calvary Public Hospital Bruce

Emergency Department

Registered Nurse Level 1 1-8 \$115,388 - \$124,221 Canberra (PN: Several)

Gazette Date: 26 August 2020

Closing Date: 23 August 2020

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

Reference Number: 13661

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

Contact Officer: Angela Devlin 02 6201 6263 angela.devlin@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

Executive Director, Allied Health

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E752)

Gazetted: 14 August 2020

Closing Date: 28 August 2020

Details: Canberra Health Services is seeking a skilled professional to fill the role of Executive Director, Allied Health.

The Executive Director, Allied Health is responsible for effectively managing all Strategic direction and operations across their service areas as well as innovation, accountability and change across their service area. The Executive Director will provide high level insights and guidance in the operation of patient flow systems and processes to improve access and performance and will maintain effective linkages across CHS and other ACT services to ensure they are person and family centred.

To be successful you will have outstanding leadership skills and will be able to communicate professionally and work with flexibility, efficiency and diplomacy, both individually and as part of a team. You will also have proven skills in driving innovation and change within a complex environment.

Applications are encouraged from executives and senior leaders with previous experience working in the health sector.

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

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

How to Apply: Interested candidates are requested to submit an application of no more than two pages detailing their experience, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bernadette McDonald (02) 5124 4700 bernadette.mcdonald@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Social Worker/Occupational Therapist/Psychologist

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 41858)

Gazetted: 20 August 2020

Closing Date: 2 September 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

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

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

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

Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

Eligibility/Other Requirements:

For Occupational Therapy –

Mandatory:

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

Eligibility for professional membership of Occupational Therapy Australia

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

Current driver's licence.

For Psychology –

Mandatory:

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

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

Current driver's licence.

Highly Desirable:

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

For Social Work –

Mandatory:

Degree in Social Work

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

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

Current driver's licence.

Highly desirable, for all disciplines:

Previous experience working in mental health sector, post qualification.

Previous experience working with young people.

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

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

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

Canberra Health Services

Infrastructure and Health Support

Services Business Support

Supply Services

Purchasing Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 21722)

Closing Date: 04 September 2020

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

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

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

Overview of the work area and position

Finance and Business Intelligence is led by the Chief Financial Officer (CFO) who reports to the Chief Executive Officer. The Division is responsible for developing and maintaining budgets, financial management, and providing strong operational finance and performance reporting analysis across the health service.

Supply Services is delivering efficient, customer focused and competitive supply chain solutions to the Health Services in ACT. This position reports to the Purchasing Team Leader of Supply Services.

To assist in procurement activities of products and services on behalf of Infrastructure and Health Support Services and other customers on the Purchasing and Inventory Control System (PICS) in a timely manner. The successful candidate will be required to work within Supply Services main office at Mitchell and at Canberra Hospital.

Eligibility/Other Requirements

Desirable:

- Current Class (C) driver's Licence
- Certificate IV in Government Procurement or higher qualification in Procurement and Contracting and relevant work experience is highly desirable.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Be registered under the Working with Vulnerable People (Background Checking) Act 2011.

Note: This is a part-time temporary position available for nine months at (22.03) hours per week with the possibility of extension and/or permanency. The full-time salary noted above will be paid pro-rata.

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

Contact Officer: Michael Guirguis (02) 5124 3524 michael.guirguis@act.gov.au

Canberra Health Services

Medical Services

Pathology Phlebotomist

Technical Officer Level 2 \$64,220 - \$73,540, Canberra (PN: 46277, several)

Closing Date: 07 September 2020

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

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

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

Overview of the work area and position ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both the Canberra Hospital and Calvary 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. Under direction of the Collection Senior Supervisor and the Customer Services Manager, as a collection centre supervisor you are responsible for the day to day operations of the collection centre ensuring adequate stock to meet demands, liaison role with external stakeholders and exceptional customer service to the clients of pathology.

You will be required to work in any of the centre’s operated by ACT Pathology across Canberra as directed by the Collections Senior Supervisor and may include afterhours or weekend work with on-call duties.

Eligibility/Other Requirements

Mandatory:

- Associate Diploma or Certificate in relevant field or other relevant qualification and/or at least three years recent experience which enable the officer to competently perform the duties appropriate to the role.

Desirable:

- Hold a 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: There are three permanent positions available.

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

Contact Officer: Louise Hyndes (02) 5124 2932 louise.n.hyndes@act.gov.au

Canberra Health Services

CHS Chief Operating Officer Clinical Services

Women Youth and Children

Women, Youth and Children Operational

Administration Officer

Administrative Services Officer Class 2 \$57,454 - \$63,443, Canberra (PN: 10782, several)

Closing Date: 09 September 2020

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

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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 Services' Division of Women's, Youth and Children's provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Health Services, Community Health Centres, client's homes, schools and Child and Family centres.

The position provides administrative and general office support to the Women Youth and Children Department with duties including booking appointments, referral management, screening telephone calls, organisational and time management skills with an ability to liaise effectively with staff at all levels. A high level of knowledge and demonstrated ability in the use of health-based IT systems including ACTPAS and Clinical Portal. This role requires demonstrated ability to ensure high quality customer service standards and to support and aid the Women, Youth and Children's Management team as necessary.

Eligibility/Other Requirements

Desirable: To be successful in this position, it is expected that the successful candidate will have the following attributes; strong organisational skills with a high degree of drive. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Note: These positions are based at the Canberra Hospital.

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

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

Canberra Health Services

Women Youth and Children Community Health Programs

Team Leader Central School Team

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 48680)

Closing Date: 03 September 2020

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

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

Overview of the work area and position

The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary health services to children, young people, families and women in the ACT and surrounding regions. The Division provides family centred, multidisciplinary services at Canberra Hospital and in Community Health Centres, client homes, schools and Child and Family Centres. These services include:

- Maternal and Child Health Program
- School Team – High School Immunisations and Health Checks
- Children at Risk Health Unit
- Community Paediatric and Child Health Service

Reporting to the Administration Manager, this position co-ordinates the daily workflows and program objectives within their local area, both front and back of house. This role requires a high level of time management skills with an ability to liaise effectively with staff at all levels. The role is responsible for one team but can be required at times to move into other teams, where operationally required.

This position is based at the City Health Centre.

Eligibility/Other Requirements:

Mandatory:

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment Police check.

Desirable:

- Ability to type with speed and efficiency within guidelines.
- Experience in Microsoft applications; in particular Excel, Word and Outlook.
- Experience or knowledge of using the Canberra Health Services rostering program ProAct.
- Hold a current driver's licence.

Note: This is a part-time permanent position available at 30.4 hours per week and the full-time salary noted above will be paid pro-rata. Part time hours are negotiable to the preferred applicant.

Contact Officer: Christine Hezkial (02) 51242776 christine.hezkial@act.gov.au

Canberra Health Services

Health

Women Youth and Children

Business Manager - Women Youth and Children

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 45375)

Closing Date: 09 September 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

Canberra Health Services is looking for a high calibre Business Manager to lead the busy office of the Executive Director, Women, Youth and Children's Services (WYC). The role will be part of the WYC leadership team, report directly to the Executive Director and have significant staff and budget management responsibilities. Through an operations manager, this will include overseeing several teams that provide the administrative, booking and scheduling functions across the entire WYC Service, including:

- Outpatients at the Centenary Hospital for Women and Children;
- Community based Women's, Youth and Children services across numerous facilities in the ACT; and
- The department/Director support functions.

Additionally, the Business Manager will provide Executive support and coordination of operational requirements for WYC ensuring all organisational, Government business and service correspondence achieved in a timely manner.

To be successful, you will have highly developed written and oral communication skills, be adaptable and responsive, and be able to quickly acquire knowledge and understanding of situations and subject matter.

Eligibility/Other Requirements:

- Relevant qualifications in public sector management and/or relevant public sector experience is highly desirable.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police check.

Contact Officer: Boon Lim (02) 5124 7389 boon.lim@act.gov.au

Canberra Health Services

Women, Youth and Children's Services

Paediatric Endocrinology and Diabetes

Advanced Practice Nurse Registered Nurse Level 3.1

\$108,237 - \$112,691, Canberra (PN: 22590)

Closing Date: 09 September 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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(ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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- 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 Paediatric Endocrinology and Diabetes Service provides coordinated and integrated care for children, young people and their families with diabetes and other endocrinological conditions. Services are delivered at the Centenary Hospital for Women and Children and Gungahlin Community Health Centre. The Paediatric Endocrinology and Diabetes Service is an interdisciplinary service comprising medical, nursing and allied health professionals and is delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes.

The Advanced Practice Nurse will provide expert knowledge and skills to support extension to practice and the development of therapeutic and evidence-based nursing interventions within the Paediatric Endocrinology and Diabetes Service. This role requires the ability to develop, implement and undertake new and innovative practices within legislative and professional boundaries. The Diabetes Advanced Practice Nurse will be responsible operationally to the Service Coordinator and professionally to the Assistant Director of Nursing, Paediatrics and Neonatology.

Eligibility/Other Requirements:

Mandatory:

- Be registered as a Registered Nurse with the Australian Health Practitioner Regulation Agency (APHRA).
- Hold a post-graduate certificate in Diabetes Education and be an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator.
- Hold a current driver's licence.

Desirable:

- Previous experience providing diabetes care to children and young people.

Prior to commencement successful candidates will be required to:

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

Note: This position may be required to participate in on call, and potentially work at multiple sites operated by Canberra Health Services. Prior to commencement of employment, there is a requirement for the successful candidate to be granted with their Scope of Clinical Practice and Credentialing through the CHS Nursing and Midwifery Scope of Practice and Credentialing Committee.

Contact Officer: Pip Golley (02) 5124 4236 Pip.Golley@act.gov.au

Canberra Health Services

Medical Imaging

Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 18535)

Closing Date: 09 September 2020

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Overview of the work area and position

The Medical Imaging Department at CHS operates 24 hours, seven days a week, offering a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library. Applications are sought from dynamic, highly motivated and experienced Nurses to work in an autonomous educational role within the Medical Imaging Department.

This challenging role requires an RN with demonstrated expert knowledge and highly developed interpersonal skills, to undertake the responsibility of teaching and supporting staff and student Nurses in the workplace. This position entails being approachable, demonstrating excellent communication skills, having a passion for sharing knowledge and educating others.

If you are committed to providing quality care, use evidence to guide your nursing practice, enjoy teaching, mentoring and supporting staff as part of your professional development we would welcome your application. Applicants will be required to demonstrate a sound knowledge of adult learning principles to support ongoing education. Post Graduate qualification in clinical teaching is desirable.

Eligibility/Other Requirements:

Mandatory:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Desirable:

- An appropriate post-graduate qualification.
- Experience in the specialty area of Medical Imaging Nursing.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police check.

Note: This is a temporary vacancy available immediately up until 24 April 2021 with the possibility of extension.

Contact Officer: Leanne Muir (02) 5124 4333 leanne.muir@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drugs Services

Alcohol and Drug Services

Co-Morbidity Clinician

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 29215)

Gazetted: 20 August 2020

Closing Date: 4 September 2020

Details: About us

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

Overview of the work area and position

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance 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 provide a range of specialist services for people affected by alcohol and other drug use incorporating six areas including:

Opioid Treatment Services

Medical Services,

Consultation and Liaison Service,

10 bed Inpatient Withdrawal Service

Police and Court Drug Diversion Service

Counselling and Treatment Services

This position is part of an allied health team based at the Canberra hospital that provide support to clients of the withdrawal unit, the opioid replacement therapy service or the specialist medical service.

This position works collaboratively with individuals who experience both mental health and substance use disorders and, at the divisional level to ensure individuals have positive health outcomes. This position works with CHS Mental Health Services to build the capacity of health care providers to work effectively with people with mental health disorders and alcohol and other drugs issues.

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:

For Social Work:

Tertiary qualification in Social Work.

Eligibility for membership of the Australian Association of Social Workers.

For Psychology:

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

For Counselling

Eligible qualification pathways

Pathway 1

Minimum five-year full-time (or part-time equivalent) sequence of study made up of:

(i) Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant)

AND

(ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course;

OR

(iii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model.

Pathway 2

Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course

AND

(i) Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course

OR

(ii) Three-year part-time ANZAP training in the Conversational Model.

Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.

Desirable:

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Note: This position(s) may be 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

Clinical Services

Women, Youth, and Children

Paediatrics

Paediatric Outpatient and Day Stay Unit: Paediatric Fracture Clinic Team Leader

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 45505)

Gazetted: 20 August 2020

Closing Date: 27 August 2020

Details: About us

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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 Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence based quality care and advocacy for children and adolescents from the ACT and surrounding areas utilising our service for acute and chronic health needs

The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy.

The Paediatric Ambulatory Care area offers diverse opportunities for professional enrichment and skill development. This is a rewarding and challenging opportunity available for a suitably qualified Registered Nurse to work in the in Paediatric Outpatient Clinics Paediatric with the possibility for shifts in Day Stay Unit as required.

There is an opportunity for skill development in Paediatric orthopaedic fracture care due to growth in clinical service delivery in this specialty. The successful candidate would be supported by the Paediatric education team and fracture clinic staff (medical officers, nursing and allied health) to enhance their skills in this specialty.

Additionally the Outpatient nurse has specialty skills including chronic care, management of burns, gastrostomy and enteral feeding care, endocrine, dermatology, immunology, ophthalmology, cystic fibrosis, IBD clinics. The skill opportunities in Paediatric Day Stay include rapid flow day stay elective and emergency surgical procedures: pre and post-operative care, oncology, haematology, rheumatology, immunology, sedation for procedures, endocrine dynamic testing.

The successful applicant will have the opportunity to work in all areas of Paediatric Ambulatory care and will hold the role the of Paediatric Fracture Clinic Team Leader. This role is responsible for monitoring patient flow in the fracture clinic, developing and teaching sound casting and fracture care skill; pre and post indirect care including clinic list preparation, DNA follow up, ordering medical imaging; communicating with CNM, play therapist, orthopaedic specialists, Booking and Scheduling, WIC; monitoring stock levels of special supplies.

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.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Desirable:

Tertiary qualifications or equivalent in Paediatric or Child Health Nursing

Note: This is a temporary position available for a period of 12 months with possibility of extension. This position is part-time at 24 hours per week and the full-time salary noted above will be paid pro rata. The Ambulatory care area is open Monday to Friday and is closed on public holidays. Fracture clinics are held all day each Thursday and alternating Tuesday and Wednesdays.

Contact Officer: Catherine Campbell (02) 5124 7373 catherinem.campbell-m@act.gov.au

Rehabilitation, Aged and Community Care

Oral Health Services

Principal Dental Assistant

Dental Assistant Level 3 \$78,254, Canberra (PN: 20546)

Gazetted: 20 August 2020

Closing Date: 28 August 2020

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Overview of the work area and position

The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

The Dental Health Program provides services from the ACT Community Health Centres as well as from the Mobile Dental Clinic to eligible adults, children and Youths.

The Principal Dental Assistant is responsible for the supervision and training of Dental Assistants and the provision of high-quality infection control protocols as part of a multidisciplinary team. This involves the application of knowledge, skills, professional judgment and initiative in the delivery of routine and complex Dental services, whilst promoting and delivering positive patient outcomes.

Eligibility/Other Requirements

Mandatory:

Certificate 3 in Dental Assisting

Desirable:

Current driver's licence.

Certificate IV in Dental assisting.

Certificate IV in Training and Assessment.

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 full-time temporary position available for six months with the possibility of extension.

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

Contact Officer: Donna Butcher (02) 512 41511 donna.butcher@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Health Professional Level 3 - Psychologist/Social Worker, Forensic Mental Health Service

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 23845, several)

Gazetted: 20 August 2020

Closing Date: 31 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.

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:

Forensic Mental Health Services is a unit of Justice Health Services which is responsible for the delivery of high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system.

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings. The care provided is and underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

FMHS is one united service with three distinguishable yet integrated service components as follows:

FMHS Forensic Consultation and Intervention Service (FoCIS)

FMHS Mental Health Court Assessment and Liaison (MHCALS)

FMHS Custodial Mental Health (CMH) including

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH- CA)

CMH – Adult at the Alexander Maconochie Centre (CMH – Adult)

Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service.

Eligibility/Other Requirements:

Mandatory:

Psychology:

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

Minimum three years post-qualification work experience

Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for four +two interns, Higher Degree students, and/or psychology registrars.

Must hold a current driver's licence.

Social Work:

Degree in Social Work.

Minimum three years post-qualification work experience

Eligibility for membership of the Australian Association of Social Workers.

Registration or eligibility for registration under the *Working with Vulnerable People Act 2011*.

Must hold a current driver's licence.

Desirable:

Area of practice endorsement in either clinical or forensic psychology

Prior experience in the area of forensic mental health, and/or a correctional setting

Knowledge and experience in the use of structured risk assessment tools for risk of offending behaviours.

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: Some positions may be required to participate in occasional overtime or on call work on weekends and public holidays.

Contact Officer: Gillian Sharp (02) 5124 1813 Gillian.Sharp@act.gov.au

Allied Health

Acute Allied Health Services - Physiotherapy

Physiotherapist HITH

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 46438)

Gazetted: 20 August 2020

Closing Date: 31 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 Canberra Health Services Division of Allied Health provides a range allied health services across clinical Divisions of Canberra Hospital. 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.

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

Acute HP3 Physiotherapists may work across a range of areas in the acute care setting across speciality units and/or surgical and medical areas like Hospital in the Home (HITH).

CHS HITH is expanding its service to include allied health staffing across Physiotherapy, Social Work, Occupational Therapy, Nutrition and Psychology disciplines. HITH provides an acute hospital substitution service that allows patients to receive care in their own homes. This Physiotherapist will report operationally to AAHS Physiotherapy manager.

Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

The overall functions of the physiotherapist under professional supervision include:

Promoting positive client outcomes through the provision of high-quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.

Promoting individual or group service delivery.

Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

Clinical supervision, and professional development is provided through team structures, supervision support, competency-based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements:

Mandatory:

Degree or Diploma in Physiotherapy or equivalent qualifications,

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

Current drivers' licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Comply with CHS credentialing requirements for allied health.

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

Note: This is a temporary position available for 12 months with possibility of extension. A merit list from this recruitment process may be used to fill other temporary HP3 vacancies within AAHS Physiotherapy. Successful applicant is required to participate in an afterhours roster.

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

Critical Care

Critical Care Administration

Office Manager, ACT Trauma Service

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 45244)

Gazetted: 20 August 2020

Closing Date: 28 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 Office Manager position is an integral part of a multidisciplinary team responsible for coordinating and facilitating the care of major trauma patient admissions to Canberra Hospital.

The Trauma Service at Canberra Hospital provides clinical services for all trauma patients with known or suspected multi-system injuries, as well as consulting services for those with a significant single system injury. This is conducted in conjunction with the services provided by the Emergency Department, Neurosurgery, Orthopaedic, Cardiothoracic Surgery, Plastic Surgery, Intensive Care, Anaesthetic, Urology, Ophthalmology, Ear, Nose and Throat, Oral and Maxillo-Facial Surgery, and Vascular Surgery departments, as well as Imaging, Pathology, Consultation Liaison Psychiatry and Allied Health.

Primary responsibilities include personal administration to the Director of Trauma, administrative support to the Trauma Coordinator, the Prevent Alcohol and Risk-related Trauma in Youth (PARTY) Coordinator, and the Non-Surgical Staff Specialist working within the Trauma Service.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Working towards or holds a certificate in management, customer service, medical terminology or another relevant field.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Division of Women, Youth and Children, community Health Programs.

School Youth Health Nurse

School Youth Health Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 41589, several)

Gazetted: 20 August 2020

Closing Date: 31 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.

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

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Overview of the work area and position

The School Youth Health Nurse Program employs experienced adolescent health Registered Nurses who provide primary health care for students attending ACT Government High Schools. The program's core elements are:

Adolescent focused individual consultations

Small health promoting group work

Support for teachers to deliver the health curriculum

Support for health promotion activities within the school

The position is based in allocated ACT Government Secondary Schools, with one day per week working from the City Health Centre, at 1 Moore Street, Canberra City. You will be part of a high functioning, friendly team and be well supported into the role.

Eligibility/Other Requirements:

Mandatory:

Be Registered or be eligible for Registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Current Driver's licence

Desirable:

Experience working in adolescent health

Additional qualifications in Health Promotion, Sexual Health, Mental Health and/or Adolescent Health

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

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.

Note: There are several full-time and part-time temporary position's available for three months up to 12 months.

Both full time and part time (three days a week) positions are available from October 2020 and in February 2021.

The full-time salary noted above will be paid pro-rata for part-time positions.

This position is under Schedule 4 of the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017-2019. The rate of pay is at 88% of the rate paid to an equivalent employee. This rate of pay takes into account the nurse not attending work during school stand down periods (term breaks). Selection may be based on written application and referee reports only.

Contact Officer: Justine Hrstic (02) 5124 1790 Justine.Hrstic@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Program

Withdrawal Unit Registered Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 34083)

Gazetted: 20 August 2020

Closing Date: 27 August 2020

Details: About us

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Overview of the work area and position

The Alcohol and Drug Services is a part of the division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporates 6 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

Alcohol and Drug Services provides information, advice, referral, intake, assessment and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups.

Under supervision of the Team Leader, the Registered Nurse role at this level is responsible for the provision of provide sound clinical services and interventions to clients of Alcohol and Drug Services. This includes participation in quality management and improvement initiatives to promote optimal service delivery, and the maintenance of professional competencies The Registered Nurse position is supported by a cohesive and multi-disciplinary team.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post graduate qualifications (or working towards) in relevant field.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for a period of nine months. This position maybe required to participate in overtime, and/or rotation roster.

Contact Officer: Sally Billington (02) 5124 7966 sally.billington@act.gov.au

Allied Health

Acute Allied Health Services

Physiotherapist

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 45847)

Gazetted: 27 August 2020

Closing Date: 3 September 2020

Details: About us

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Overview of the work area and position

Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. This Physiotherapist will provide physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital and Centenary Hospital for Women and Children. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient care.

Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

The overall functions of the physiotherapist under professional supervision include:

Promoting positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.

Promoting individual or group service delivery.

Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements:

Mandatory:

Degree or Diploma in Physiotherapy or equivalent qualifications.

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

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Desirable: At least three year's work experience

Note: This is a temporary position available for a period of 12 months. This position is part-time at 22:05 hours per week and the full-time salary noted above will be pro-rata. You will be required to participate in an overtime roster. A merit selection list from this round may be used to fill other temporary full-time or part-time vacancies within 12 months.

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

Infrastructure and Health Support Services

Logistic Support Services

Dhulwa Mental Health Unit

Health Services Officer

Health Service Officer Level 4 \$54,165 - \$56,238, Canberra (PN: 37918)

Gazetted: 27 August 2020

Closing Date: 10 September 2020

Details: About us

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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 function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of ACT Health Services north and south of Canberra. The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration,

Operation Support Services - Food preparation and Food Production,

Patient Services – Meal Plating and Rethermalisation/Meal deliveries to patients/Menu monitors,

Cafeteria – Food, meals and drinks for staff and guests,

Stores – Receipt, dispatch and storage of perishable and non-perishable food supplies,

External sites, Dhulwa and other Community Centres.

Eligibility/Other Requirements:

Mandatory:

Completed Food Handling Principles.

Completed or willing to undertake Food Safety Supervisor training.

Desirable:

Relevant experience in Microsoft Office applications,

Relevant food service IT systems.

Prior to commencement successful candidates will be required to:

Undergo employment National Police check.

Note:

This is a part-time position at 18 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Sanjay Prasad (02) 5124 2177 sanjay.prasad@act.gov.au

Acute Allied Health Services

Social Work

Social Worker

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 16883)

Gazetted: 20 August 2020

Closing Date: 2 September 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.

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:

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

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

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

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

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

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

This position provides social work services to the adult and children's cystic fibrosis (CF) clinics within CHS, however there are opportunities to work within other areas of the Social Work Department. Cystic fibrosis is a genetic, multi-system, life-shortening disorder characterised by frequent pulmonary infection and hospitalisation. It requires a demanding, time-consuming daily treatment regime. The adult and paediatric CF clinics provide

multidisciplinary treatment and support to adults and children and their families. The social worker attends outpatient clinics and provides support to inpatients where indicated.

As part of the multi-disciplinary team, social workers address the psychosocial aspects of cystic fibrosis as these arise throughout the lifespan. Social workers use a multidimensional, strengths-based approach to promote psychosocial well-being and mental health. Social work intervention aims to enhance the capacity of individuals with cystic fibrosis to have power and control over how they manage their lives in the face of a life-shortening chronic illness. The successful applicant would have a demonstrated understanding of the impacts of chronic illness, and particularly cystic fibrosis, on well-being or the ability to acquire such knowledge rapidly.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in Social Work

Current membership or eligibility for membership of the Australian Association of Social Workers

A minimum of three years (desirable five years) experience post qualification in Social Work

Desirable:

Previous hospital or health experience

Current driver's licence (mandatory for community positions)

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS credentialing requirements for allied health. 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 position is part-time at (22.5) 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; permanent, temporary and casual, at level over the next 12 months. Selection may be based on written applications and referee reports only. This position(s) may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

Contact Officer: Patrice Higgins (02) 5124 2316 Patrice.Higgins@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Dietitian

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 47213)

Gazetted: 25 August 2020

Closing Date: 1 September 2020

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

Our Values: Reliable, Progressive, Respectful, Kind

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

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

Overview of the work area and position:

The Eating Disorder Program (EDP) is a specialist outpatient tertiary service that provides assessment and treatment for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. The CAMHS EDP team is made up of multi-disciplinary mental health professionals who provide assessment and treatment within a recovery framework.

This role will be to conduct nutrition assessment, and provide evidence-based intervention to children, adolescents and adults with an eating disorder, including family and individual work as part of a multidisciplinary team.

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

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in Nutrition and Dietetics.

Eligibility for membership of the Dietitian's Association of Australia.

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

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

A current unrestricted driver's licence.

Desirable:

Experience and/or knowledge of Eating Disorders.

Experience working with children, young people, and adults with Mental Illness.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Notes: This is a permanent part-time position at 22.05 hours per week. This salary noted will be paid pro rata for part-time employees. The successful candidate may be required to work across various CAMHS sites.

Contact Officer: Zoie Fortington (02) 5124 1235 Zoie.Fortington@act.gov.au

Allied Health

Acute Allied Health Services

Physiotherapy

Allied Health Assistant

Allied Health Assistant 2 (Qualified) \$54,256 - \$60,406 (up to \$62,203 depending on qualification level), Canberra (PN: 48428)

Gazetted: 20 August 2020

Closing Date: 31 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 Canberra Health Services Division of Allied Health provides a range allied health services across clinical Divisions of Canberra Hospital. 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. Physiotherapy Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. Our Physiotherapists and Allied Health Assistants work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

Allied Health Assistants (AHA) may work across a range of areas in the acute care setting across inpatient and outpatient speciality areas. All work performed by an AHA is delegated by and performed under the supervision of a qualified AHP.

Clinical supervision, and professional development is provided through team structures, supervision support, competency-based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements:

Mandatory:

Certificate IV in Allied Health Assistance or equivalent qualification

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 and scope of clinical practice requirements for allied health professionals; and

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

Note: You will be required to participate in an overtime roster. An order of merit list may be established to fill future vacancies at level over the next 12 months.

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

Clinical Services

University of Canberra Hospital

Centre for Rehabilitation

Occupational Therapist - New Graduate

Health Professional Level 1 \$62,823 - \$82,307, Canberra (PN: 40151, several)

Gazetted: 20 August 2020

Closing Date: 2 September 2020

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Overview of the work area and position

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

includes The Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Service'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 the CHS network of health facilities designed to meet the needs of our ageing and growing population.

Occupational Therapists within RACS provide services in community and inpatient settings including The Canberra Hospital and University of Canberra Hospital. We provide assessment and therapeutic intervention to facilitate positive patient outcomes for a range of patients in both rehabilitation and aged care settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged.

This position will have the opportunity to rotate every six months through either the inpatients/outpatients at the University of Canberra Hospital and the aged care wards at the Canberra Hospital. The position is well supported by a group of experienced clinicians and will be provided with direct clinical supervision from a designated senior Occupational Therapist.

Eligibility/Other Requirements

Mandatory:

Tertiary qualifications (or equivalent) in Occupational Therapy.

Be registered or be eligible for registration with the Australian Health practitioner Regulatory Agency (AHPRA)

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 credentialing requirements for allied health.

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

Note: These are temporary positions available for a period of 11 months with the possibility of permanency. These position's may be required to participate in overtime, on call and/or rotation roster.

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

Contact Officer: Hayley Roll (02) 5124 0073 hayley.roll@act.gov.au

Allied Health

Acute Allied Health Services

Physiotherapy

Physiotherapist

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 28674)

Gazetted: 20 August 2020

Closing Date: 3 September 2020

Details: About us

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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.

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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

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

Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

The overall functions of the physiotherapist under professional supervision include:

Promoting positive client outcomes through the provision of high-quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.

Promoting individual or group service delivery.

Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

Clinical supervision, and professional development is provided through team structures, supervision support, competency-based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements:

Mandatory:

Degree or Diploma in Physiotherapy or equivalent qualifications,

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA),
Current drivers' licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Desirable:

At least three years' work experience.

Note: You will be required to participate in an overtime roster. An order of merit will be established from this selection process and may be used to fill future permanent or temporary identical vacancies over the next 12 months.

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

CHS Chief Executive Officer

Workplace Resolution and Support

Workplace Resolution and Support Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 48838)

Gazetted: 20 August 2020

Closing Date: 2 September 2020

Details: Our Vision: Creating exceptional health care together. Our Role: To be a health service that is trusted by our community. Our Values: Reliable, Progressive, Respectful and Kind Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to: • The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services. • University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. • Four Walk-in Centres: which provide free treatment for minor illness and injury. • Six community health centres: providing a range of general and specialist health services to people of all ages. • A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services. Overview of the work area and position Workplace Resolutions is responsible for providing strategic leadership, advice and

operational implementation of workplace resolution strategies relating to a diverse range of Human Resource and industrial relations functions across CHS. Working closely with CHS Divisions, the Workplace Resolutions and Support team delivers strategically aligned workplace resolutions options including involvement with workplace conflict resolution mediation and counselling options. As the Support Officer within Workplace Resolutions and Support team, your role will be to assist and support with the implementation of workplace resolutions in the organisation through several initiatives currently underway. You will be required to support and maintain Diary management, monitor mailboxes and replies, prepare presentations for roadshows, oversee room bookings and appointments, scribe for mediation and facilitated discussion and generally keep the senior officers on track. You will have exceptional skills in reporting and maintaining a database as well as the ability to produce reports on the area's activities to other stakeholders. The person we are looking for will have a high level of emotional intelligence with the ability to undertake initial staff intake meetings, record information accordingly and liaise with other stakeholders, all whilst ensuring privacy and confidentiality is always maintained. Eligibility/Other Requirements Desirable: • Experience working in a complex environment • Diary and mailbox management skills • General database and reporting management skills Prior to commencement successful candidates will be required to: • Undergo a pre-employment National Police Check.

Note: This is a 12 month temporary part-time position (29:24) hours per week with the possibility of extension and/or permanency, the full-time salary noted above will be pro-rata. For more information on this position and how to apply "click here"

Contact Officer: Samantha Marwick (02) 5124 3656 samantha.marwick@act.gov.au

Quality and Safety

Quality and Safety Executive

Executive Officer

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 32557)

Gazetted: 20 August 2020

Closing Date: 3 September 2020

Details: About us

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Overview of the work area and position

The Quality, Safety Branch is focusing on Canberra Health Services' strategic approach to patient safety and quality with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Person-Centred, Safe and Effective Care and developing a culture of continuous quality improvement.

The Executive Officer position reports to the Director National Standards and Patient Care and works closely with the Senior Management team of the division.

The Executive Officer is responsible for the coordination and preparation of government business including briefings and correspondence, internal minutes, cabinet submissions and assembly material, and divisional business and projects.

Eligibility/Other Requirements:

Mandatory:

Relevant qualifications in public sector management and/or relevant public sector experience.

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 three months with the possibility of extension.

Contact Officer: Kellie Lang (02) 5124 9044 kellie.lang@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Centre for Rehabilitation

Occupational Therapist

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 44781)

Gazetted: 20 August 2020

Closing Date: 3 September 2020

Details: About us

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Overview of the work area and position

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services 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 network of health facilities designed to meet the needs of our ageing and growing population.

Occupational Therapy services within RACS are offered in community, outpatient and inpatient settings including The Canberra Hospital and University of Canberra Hospital. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged.

Occupational Therapists are responsible for providing day to day occupational therapy services to a range of patients within a designated caseload area. This involves the provision of clinical assessments and interventions to facilitate positive patient outcomes. These positions will rotate through inpatients and outpatients at the University of Canberra Hospital and the aged care wards at the Canberra Hospital. This position will be commencing in the Brindabella Day and Ambulatory Rehabilitation Services

Occupational Therapists have direct clinical supervision from a Senior Occupational Therapist and are supported by an experienced team of clinicians and Allied Health Assistants.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Occupational Therapy,
Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA),
Hold a current driver's licence.

Highly 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.

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

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

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

Note: This is a temporary position available for a period of 11.5 months with the possibility of permanency.

Contact Officer: Hayley Roll (02) 5124 0073 hayley.roll@act.gov.au

Clinical Services

Medicine

Respiratory and Sleep

Senior Sleep Scientist

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 32937)

Gazetted: 21 August 2020

Closing Date: 8 September 2020

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Overview of the work area and position

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

Within CHS, the respiratory and sleep science professions are part of the Clinical Measurement Science (CMS) disciplines. The CMS disciplines are cardia, neurophysiology, respiratory and sleep sciences. Scientific staff employed across CMS work under a collective vision; *Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence*. The Clinical Measurement Sciences Competency Framework outlines the knowledge, skills, behaviours and attributes required of all scientific staff in order to fulfil this vision, and aligns with the CHS values of being reliable, progressive, respectful and kind. The competency framework consists of five (5) generic competency domains that allow for consistent application across all the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and Professional Development.

Eligibility/Other Requirements

Mandatory:

Tertiary qualifications from an approved University with subjects in Health Science/Human Physiology or Biology (or equivalent).

Proficiency in Polysomnography data analysis as per the American Academy of Sleep Medicine (AASM), Australasian Sleep Association (ASA) and Australian New Zealand Sleep Science Association (ANZSSA) guidelines.

Proficiency in conducting Level 1 diagnostic, Continuous Positive Airway Pressure (CPAP) and Non-Invasive Ventilation (NIV) studies such as Bi-Level Positive Airway Pressure titrations.

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

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

Desirable:

Eligibility for memberships of Australian New Zealand Sleep Science Association (ANZSSA) and Australian Council for Clinical Physiologists (ACCP);

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS credentialing requirements for allied health.

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

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

Contact Officer: Martin Urban (02) 5124 5699 martin.urban@act.gov.au

Infrastructure and Health Support Services

Health Infrastructure Program

Project Support Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 31029)

Gazetted: 20 August 2020

Closing Date: 21 August 2020

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Overview of the work area and position

Infrastructure and Health Support Services is responsibility for the development and delivery of health infrastructure projects, and several health support services. Throughout the life of health infrastructure projects, the Project Support Officer provides high level administrative support to the broader infrastructure group, internal and external stakeholders, particularly in the areas of secretariat support to project governance committees and general office resource management.

The Project Support Officer is responsible for the timely and accurate preparation of meeting agendas, papers, minutes and coordination of submissions to higher level committees, and undertake other general administrative duties to support the group as required.

Eligibility/Other Requirements

Desirable:

Recent experience in providing high level secretariat support to committees

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 24 months with the possibility of extension. Selection may be based on application and referee reports only.

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

Contact Officer: Dave Gilbert (02) 5124 7791 dave.gilbert@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

Education and Training

Pathways College

Student Support

Mentor for Apprentice/Trainees

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 41218, several)

Gazetted: 26 August 2020

Closing Date: 2 September 2020

Details: Canberra Institute of Technology (CIT) is looking for people to go on a merit selection list to fill vacancies in their apprentice/trainee mentoring positions as they arise. The trade areas include: Auto/Metals, Electrical, Plumbing, Constructions, Information Technology/Cyber Security, Business Admin/ Business Accounts, Horticulture, Hairdressing/Barbering, Culinary, and Child Care. ACT Public Service terms and conditions will apply to any employment. Mentors work to assist students to increase their chance of success in their chosen field, including advice and assistance in planning and completing assessments, study skills, time management, understanding workplace documents and communication, listening to students' issues/concerns and making referrals to appropriate internal and external services. CIT is committed to building an inclusive workplace through a culturally diverse workforce. 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: It is helpful if applicants have good computer skills, and an understanding of apprenticeships and training. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: There are several part-time temporary position's available immediately for the duration of CIT term times. Hours are varied and to be negotiated in line with need. Alternate start dates may be available for some contracts. The work is delivered in term times, hours vary from one area to another. The full-time salary noted above will be paid pro-rata. 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 should provide their curriculum vitae and a one page pitch outlining their ability to perform the duties of the position and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rhonda Fuzzard (02) 6207 4914 rhonda.fuzzard@cit.edu.au

CIT Education and Training Services

CIT - Library and Learning Services

Learning Resource Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 39685)

Gazetted: 25 August 2020

Closing Date: 8 September 2020

Details: Canberra Institute of Technology (CIT) Library is looking for interested applicants to fill the Learning Resource Officer position. Applicants will need to possess a sound knowledge of/or experience in the procurement and cataloguing of learning resources, experience in provision of a digital repository service and an understanding of copyright. Well-developed communication and problem-solving skills are essential in this role.

Eligibility/Other Requirements: Diploma from an Australian tertiary institution, or comparable overseas institution and eligibility for membership to the Australian Library and Information Association (ALIA) is highly desirable.

Ability to work shift as required.

How to Apply: Applications require responses to Selection Criteria provided in the attached Position Description.

Maximum of two pages, along with curriculum vitae and the contact details of two or three referees including your current manager.

Applications should be submitted via the Apply Now button

Contact Officer: Paul Brownell (02) 6207 3373 paul.brownell@cit.edu.au

Education and Training Services

Student Services

Information and Recognition

Assistant Team Leader - CIT Information

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 17172)

Gazetted: 20 August 2020

Closing Date: 27 August 2020

Details: Do you have well developed organisational skills and enjoy providing support to a team in a fast-paced customer centric environment? Then this is the role for you! You will be responsible for the day-to-day monitoring of the Canberra Institute of Technology (CIT) Information team and ensuring all interactions are performed in a professional, customer focused manner. The Information team provides accurate, up-to-date information on CIT products and services to Institute staff, current students and prospective clients via the phone, Live Chat and email. You will also need to have sound computing skills including word processing and be knowledgeable in using a management information system and a client relationship management system.

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

How to Apply: Please provide a written response to the Selection Criteria of no more than three pages, along with your curriculum vitae and the contact details of two referees, one being a current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Barbara McCormack (02) 6207 3560 barbara.mccormack@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

Access Canberra

Customer Coordination

Applications and Approvals

Customer Service Officer

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 11174, several)

Gazetted: 25 August 2020

Closing Date: 1 September 2020

Details: The Applications and Approvals Team within Access Canberra is seeking expressions of interest for our Customer Service Officer positions. The successful applicant/s will provide high quality customer service to clients and members of the public in relation to planning, development, building and related regulatory and operational

activities. This can include answering calls via the Customer Service Contact Centre and working on a public counter, assisting in the resolution of issues that arise in the lodgement of development and building applications, construction occupations licensing applications and other associated processes. Other duties include scanning and/or uploading documents and plans into the electronic filing system, maintaining paper and electronic records, preparation of routine less complex correspondence and receiving public money. The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Applicants must have well developed telephone and written communication skills, including excellent spoken and written English. This position does not involve direct supervision of personnel.

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: Please review the position description details about the role associated responsibilities. Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, curriculum vitae and the contact details of at least two referees. The written application should be written in the form of a pitch and should not specifically address the Selection Criteria within the position description but indicate your capacity to perform the duties and responsibilities at the specified classification.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sophie Bell (02) 6205 8386 sophiea.bell@act.gov.au

Shared Services

Partnership Services

Business Process Analyst

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 48951)

Gazetted: 26 August 2020

Closing Date: 9 September 2020

Details: Partnership Services in Shared Services has an exciting opportunity for motivated candidates to undertake business process analysis as part of a project across the Commercial Services and Infrastructure Group. The successful candidate will conduct workshops to analyse existing business process across the Group and create process maps for all major service offerings. The successful candidate will also have an understanding of business process improvement with an opportunity to present ideas for improvement of existing processes.

Eligibility/Other Requirements: Previous experience in facilitating workshops and analysing and improving business processes is required. High level skills in Microsoft Visio and various Microsoft applications are required to present business process maps and associated material to a high standard.

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

How to Apply: In two pages or less, tell us why you are the best candidate for the role of Business Process Analyst addressing the Skills, Knowledge and Behavioural Capabilities outlined in the Position Description, together with a copy of your current curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sara Howell (02) 6207 8391 sara.howell@act.gov.au

Workplace Safety and Industrial Relations

Data and Analytics Team

Senior Finance Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 27768)

Gazetted: 26 August 2020

Closing Date: 9 September 2020

Details: The Data and Analytics Team is responsible for ICT system management, data, finance and analytics function of Workplace Safety and Industrial Relations Group. The WSIR Group are the custodians of all injury

management data pertaining to the ACT public and private sectors and are responsible for financial management of the Public Sector Workers' Compensation Fund.

The Data and Analytics Team is looking to recruit a Senior Finance Officer to join their unique team. The successful candidate will be required to prepare financial and annual reports, budget documents and support the Senior Director to oversee the accounting and financial administration of the Public Sector Workers' Compensation Fund. This position requires a strong attention to detail and will work with large quantities of data while completing multiple tasks in a timely matter. The successful applicant will demonstrate the ability to communicate clearly and collaborate with various stakeholders including members of the Chief Minister, Treasury and Economic Development (CMTEDD) Strategic Finance team, the Internal Audit Committee, Shared Services and other Finance Teams across the Public Sector.

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

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

How to Apply: Please submit a current curriculum vitae; a two page pitch outlining your Knowledge, Skills and Capabilities as outlined in the Position Description; and two referee reports. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

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

Revenue Management

Compliance

Compliance

Assistant Director

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 40601)

Gazetted: 25 August 2020

Closing Date: 8 September 2020

Details: The ACT Revenue Office is seeking an intelligent and innovative person committed to raising the funds necessary to support the provision of high quality services to all Canberrans. The role involves dealing professionally with taxpayers to ensure compliance with the ACT's tax laws, including through taxpayer engagement and education as well as compliance investigations and enforcement. Successful candidates will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. The ability to think holistically and strategically is essential as is the ability to work both independently and as part of a team. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately up until 30 September 2021. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications should send a 'pitch' of no more than two pages outlining your skills and experience against the Selection Criteria. A current curriculum vitae should also be provided.

Applications should be submitted via the Apply Now button.

Contact Officer: David Ellis (02) 6205 4811 david.ellis@act.gov.au

Strategic Finance

Senior Finance Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 10886, several)

Gazetted: 21 August 2020

Closing Date: 8 September 2020

Details: Expressions of Interest (EOI) are sought for several Senior Finance Officer positions to assist in the preparation of budget documents, financial reports and provide support in accounting and financial administration.

The successful applicants will have the capacity to work with large quantities of data, have good attention to detail and the ability to manage and complete multiple tasks in a timely manner in collaboration with various 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: Previous experience working with finance systems, in particular TM1 and Oracle, would be highly desirable.

Note: These are temporary positions available for six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. A merit pool may be established to fill future similar vacancies over the next 12 months. 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. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description, a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lyn Pham (02) 6205 0052 Lyn.Pham@act.gov.au

Economic Development

Finance and Business Services

Business Services

Senior Business Services Officer – Grants and Procurement

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 41477)

Gazetted: 24 August 2020

Closing Date: 7 September 2020

Details: The Finance and Business Services team, within Economic Development is looking for an individual with high levels of motivation and enthusiasm, and someone who is willing to take on our customer focussed approach to the delivery of grants and procurement services across the division. We are seeking a Senior Business Services Officer, Grants and Procurement, who can demonstrate experience in grants administration and procurement activities or be able to demonstrate how their previous experience translates to this role.

The role requires an individual who can juggle multiple stakeholders, manage a range of priorities and deliver outcomes within our strict governance frameworks. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position for six months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. 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. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tegan Shea (02) 6207 6252 tegan.shea@act.gov.au

Access Canberra

Working with Vulnerable People, Risk Assessment Team

Assistant Director

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 19620)

Gazetted: 24 August 2020

Closing Date: 31 August 2020

Details: Access Canberra is looking for a highly motivated and conscientious candidate to fill the role of Assistant Director within the Working with Vulnerable People Risk Assessment Team. As Assistant Director you will be required to provide direction and contribute to the overall objectives of the team. This position requires comprehensive knowledge and understanding of risk assessment and background screening systems. You will have highly developed interpersonal and communication skills, the ability to think critically and a willingness to take responsibility for and effectively lead a team. The successful applicant should also be able to work independently and proactively address potential challenges and issues. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

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

How to Apply: Please review the Position Description as well as the associated duties and responsibilities for this role. Your application should be written in the form of a pitch, no longer than two pages, explaining how you are the right person for this opportunity; and provide examples to demonstrate how your Skills, Knowledge, Behavioural Capabilities and Experience make you suitable for the role. Applicants are also required to provide their curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Narelle Bramwell (02) 6205 3706 narelle.bramwell@act.gov.au

Property and Venues

Executive Branch Manager, National Arboretum Canberra and Stromlo Forest Park

Executive Level 1.2 \$221,815 - \$230,275 depending on current superannuation arrangements, Canberra (PN: E1116)

Gazetted: 21 August 2020

Closing Date: 4 September 2020

Details: Venues Canberra is responsible for the management and operation of the National Arboretum Canberra and Stromlo Forest Park.

National Arboretum Canberra was opened to the public in 2013 and showcases a living collection of forests of international significance, for recreation, education and conservation.

The National Arboretum Canberra features 94 forests of rare endangered and symbolic trees from around Australia and the world. Many of the trees are still young but two of the forests are over 100 hundred years old. Over 44,000 trees from over 100 countries are growing across the huge 250-hectare (618 acre) site, making it one of the world's largest living collections of rare, endangered and significant trees.

The National Arboretum Canberra also houses a world-class collection of native and exotic bonsai and penjing by some of Australia's most experienced bonsai and penjing artists.

Stromlo Forest Park was opened in 2007 and is a world-class, multi-use recreational sporting facility available to both recreational and professional users.

Stromlo Forest Park includes a purpose-built event pavilion, a 1.2km road criterium cycling circuit, a 2.5km grass cross country running track, a network of equestrian trails and over 40km of mountain bike trails suitable for riders of all abilities. Stromlo Forest Park also has various trails suitable for runners and walkers keen on exploring the Canberra countryside.

Reporting to the Executive Group Manager, Property & Venues, the Executive Branch Manager, National Arboretum and Stromlo Forest Park is responsible for activities which include:

Optimising the commercial returns of each venue. Exploring and establishing new business opportunities and continuing to promote each of the venues for financially viable national and international events.

Oversee all aspects of the National Arboretum and Stromlo Forest Park's management and ensure all WHS, emergency management and governance requirements are met with respect to the operations of both sites.

Provide oversight of the management of the National Arboretum's living collections, landscape and facilities to achieve the National Arboretum's cultural, environmental, research and business outcomes.

Provide strategic direction to the preparation of the National Arboretum and Stromlo Forrest Park's annual business plan, ensuring it is both innovative and achievable.

Prepare tourism, recreational, visitor experience, and educational plans and strategies that achieve the Government's objectives to become a key destination for visitors and institutions locally, regionally, nationally and internationally.

Develop relevant strategic partnerships with corporate, community and research stakeholders. Establish and maintain stakeholder relationships to drive the National Arboretum's recreation, tourism and education objectives.

Develop and implement a long-term program to attract philanthropic funding to the National Arboretum.

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

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

How to Apply: For a candidate information pack (Position Description etc) about this role, email

Matthew.Smee@hudson.com. For enquires call Matthew Smee on

0439 074 251

Please apply online at au.hudson.com by COB Friday, 4 September 2020.

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

Office for Aboriginal and Torres Strait Islander Affairs

Our Booris Our Way Secretariat/Policy Officer

Policy Officer

Administrative Services Officer Class 6/Senior Officer Grade C \$86,547 - \$117,249, Canberra (PN: 43932)

Gazetted: 25 August 2020

Closing Date: 8 September 2020

Details: On 15 June 2017, a review into the circumstances of each Aboriginal and Torres Strait Islander child and young person involved in the child protection system, including those in out of home care commenced.

The *Our Booris, Our Way* review focused on systemic improvements needed to address the overrepresentation of Aboriginal and Torres Strait Islander children in the child protection system within the ACT. The Steering Committee was a wholly Aboriginal and Torres Strait Islander Steering Committee.

The Review sought to understand the reasons for children and young people entering care and to then develop strategies to: reduce the number of Aboriginal and Torres Strait Islander children and young people entering care; improve their experience and outcomes while in care; and where appropriate, exit children from care.

In December 2019 the Our Booris, Our Way Steering Committee provided its final report to government, containing 28 recommendations for improvements in the child protection system.

The Minister for Aboriginal and Torres Strait Islander Affairs has established an Implementation Oversight Committee, in line with recommendations from the review, to monitor and evaluate the government's implementation of the recommendations. The Implementation Oversight Committee meets monthly.

CSD is looking for someone who has well-developed organisation and project management skills to assist in providing Secretariat support to the Committee and work with the Directorate to develop a comprehensive implementation plan and outcomes framework for the Our Booris Our Way Implementation Oversight Committee.

Working in a small team this position will:

High level Secretariat support to the Interim Implementation Oversight Committee quarterly meetings.

Facilitate culturally safe partnerships and engagement between Aboriginal and Torres Strait Islander communities and government through the support to the Oversight Committee in their role of monitoring and evaluating the government's implementation of the recommendations of the Our Booris Our Way Final Report.

Support the development, management and review of project/s and actions that assist government to improve its response to the recommendations.

CSD provides staff with flexible working arrangements, access to a range of varied and interesting roles and training that is tailored to career goals. Staff working in CSD are expected to demonstrate quality customer service, problem solving and teamwork skills, be willing to continuously improve, adapt to change, be outcome focused and accountable for their actions.

Further information relating to CSD can be found at <http://www.communityservices.act.gov.au>

Eligibility/Other Requirements

A high priority for the Directorate is attracting Aboriginal and/or Torres Strait Islander people to key policy roles within the Directorate.

The Directorate is seeking an Aboriginal and/or Torres Strait Islander person, or someone who has demonstrated Aboriginal and Torres Strait Islander cultural knowledge and awareness.

Note: This position will be filled at either the Administrative Services Officer Class 6 or Senior Officer Grade C level, dependant on the skills and experience of the successful applicant. The successful candidate may be chosen through application and referees only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Deborah Foulcher (02) 6205 3884 Deborah.Foulcher@act.gov.au

Children, Youth and Families

Children and Families

Child Development Service

Occupational Therapist

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 36146, several)

Gazetted: 24 August 2020

Closing Date: 9 September 2020

Details: The individuals in these positions will provide services within a community based, multidisciplinary team within the Child Development Service.

The successful staff member will provide assessments or screen children to identify those at risk of developmental delay, support their movement through the service system; provide advice and expertise in clinical decision making to plan service delivery, interventions and policy development.

The individuals will have the opportunity to participate in the continual improvement of the Child Development Service through participation in a range of projects aimed at improving service delivery. The Child Development Service is committed to providing a best practice framework in early intervention services for children at risk of a developmental delay and supports staff in professional development to achieve this.

Eligibility/Other Requirements:

Relevant tertiary qualifications in Occupational Therapy.

Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Eligibility for Membership with Occupational Therapy Australia.

At least three years recent practice experience working with children and their carers or families.

Current driver's licence.

Additional Information:

Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with Vulnerable people registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and

http://www.ors.act.gov.au/community/working_with_vulnerable_people

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Parker (02) 6205 1595 katherine.parker@act.gov.au

Education

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

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

School Improvement and Performance Division

North Canberra/ Gungahlin School Network

IT Officer

Information Technology Officer Class 2 \$86,547 - \$99,051, Canberra (PN: 48242)

Gazetted: 25 August 2020

Closing Date: 8 September 2020

Details: Dickson College is seeking a highly motivated person for the role of IT Officer. The IT Officer takes a leadership role across the school in the management, development and improvement of ICT resources, Infrastructure and Software. The position requires working collaboratively with a broad range of school stakeholders including staff, executive, students, families, Shared Services and Digital Strategy, Services and Transformation (DSST). The role is diverse and dynamic and covers most elements of ICT related matters.

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.

Relevant qualifications in Information Technology or equivalent 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: Please submit claims against the Selection Criteria (maximum two pages), a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button.

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

School Performance and Improvement

South/Weston Network

Telopea Park School

Business Manager

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 45403)

Gazetted: 21 August 2020

Closing Date: 28 August 2020

Details: A Business Manager position is required to lead and manage the administration staff and processes at Telopea Park School. Telopea Park School is a binational, bilingual and multicultural school of over 1500 students and 160 staff members. This position requires a person who is familiar with the complex budgeting requirements of the school to satisfy the French and Australian Governments.

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.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kerrie Blain (02) 6142 3350 kerrie.blain@ed.act.edu.au

School Performance and Improvement Division

North and Gungahlin Network

Gungahlin College

Building Services Officer

Building Service Officer 2 \$59,578 - \$62,286, Canberra (PN: 42440)

Gazetted: 20 August 2020

Closing Date: 3 September 2020

Details: Gungahlin College is seeking an energetic and experienced Building Services Officer to join the team responsible for maintaining the College's grounds and buildings. You will be responsible for liaising with contractors regularly, keeping the grounds clean and tidy, being part of ad hoc building projects, and undertaking general building maintenance.

Eligibility/Other Requirements: Ideally, you will have a background in carpentry, plumbing or electrical work and experience in a school environment is highly desirable. This position requires a 7am start time on regular occasions to meet with contractors prior to classes starting. Asbestos Awareness Training, Manual Handling and a White Card will be required prior to commencement.

How to Apply: Please submit your current curriculum vitae and statement addressing the Selection Criteria as a minimum. Copies of qualifications and references will be sought at the interview stage.

Applications should be submitted via the Apply Now button.

Contact Officer: Chantelle Lawson (02) 6142 1001 chantelle.lawson@ed.act.edu.au

Business Services

Executive Branch Manager, Governance and Community Liaison

Executive Level 1.3 \$236,451 - \$245,570 depending on current superannuation arrangements, Canberra (PN: E607)

Gazetted: 21 August 2020

Closing Date: 6 September 2020

Details: The Governance and Community Liaison Branch is responsible and accountable to the Director-General, through the Executive Group Manager Business Services for the provision of a broad range of enabling and support services including:

- Audit and Assurance
- Complaints and Feedback
- Governance, Policy and Procedure
- Information Access
- Legal Liaison
- Non-Government Schools and Home Education
- Risk, Security and Emergency Management

Reporting to the Executive Group Manager, Business Services the Executive Branch Manager is responsible for the leadership, management and provision of enabling services for the directorate, that includes:

- Overseeing the audit and assurance program, which includes undertaking the role of SERBIR
- Supporting parents, carers and our schools in the management of complaints and feedback
- Overseeing the broader Governance, Policy and Procedure framework for the directorate
- Ensuring compliance with relevant legislation around the provision of information by directorate staff
- Overseeing the provision of legal advice, representation and support for directorate staff
- Undertaking the role of Registrar Non-Government Schools and supporting the registration of Home Education students
- Overseeing the directorates Risk, Security and Emergency Management program.

As a leader in the Business Services Division, the Executive Branch Manager will contribute to the design and delivery of significant initiatives aligned with the directions and priorities of the Directorate's Strategic Plan 2018 - 2021, A Leading Learning Organisation

Please contact Andrew Parkinson, A/g Executive Group Manager, Business Services, ACT Education Directorate for further information.

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

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

How to Apply: Your application should include a current curriculum vitae, two referees and a statement of claims addressing the Executive Capabilities and outlining relevant skills and experience.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Parkinson (02) 6205 4593 Andrew.parkinson@act.gov.au

Environment, Planning and Sustainable Development

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

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

Business Governance and Capability

People and Capability

Work Health Safety and Wellbeing

Senior Human Resource Advisor

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 48101)

Gazetted: 20 August 2020

Closing Date: 3 September 2020

Details: The Work Health, Safety and Wellbeing Team (WHSW) are a small agile team, who support the Directorate through all facets of WHS, including compensable and non-compensable case management, risk management/mitigation and wellbeing activities such as our annual safety month and influenza program. The position is located in WHSW team, however due to the nature of case management you will work closely and in collaboration with our People Services team. The primary responsibilities for this position are to partner with line areas to provide advice and guidance on health and wellbeing and WHS matters, including, physical and psychosocial needs and workplace strategies to support a positive workplace culture. You will have highly developed communication skills, including the ability to produce a range of written documentation to ensure clear and purposeful information and advice for employee and managers. The role provides secretariat duties to our WHS Committees and is the first point of contact for any workplace incidents/accidents.

Eligibility/Other Requirements: Experience working with a diverse and dispersed workforce would be advantageous. Demonstrated experience in Human Resources, health and wellbeing, case management, workplace relations and/or WHS, particularly in a Public Sector context, would be advantageous. Qualifications in Human Resource Management and/or Work, Health and Safety would be highly desirable.

Note: This is a temporary position commencing immediately for a period of up to 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: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing the Capabilities and your suitability for the role against the Selection Criteria, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bec Smith (02) 6207 4094 bec.smith@act.gov.au

Sustainability and the Built Environment

Urban Renewal

Executive

Executive Assistant

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 34694)

Gazetted: 20 August 2020

Closing Date: 3 September 2020

Details: The Urban Renewal Branch within the Environment, Planning and Sustainable Development Directorate is seeking an organised and delivery focused person for the position of Executive Assistant to the Executive Group Manager and Executive Branch Manager.

The role of Executive Assistant will include providing a range of high level confidential administrative support functions to the Executive including diary management, arranging and scheduling appointments and meetings, screening telephone calls and ensuring correspondence, emails and enquiries are dealt with promptly and efficiently.

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

Eligibility/Other Requirements:

Previous experience as an Executive Assistant or Executive Officer would be highly desirable.

Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes.

Note: This is a temporary position available 1 October 2020 up until 30 June 2021 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should provide a written application of no more than two pages, outlining relevant experience and examples, demonstrating your capacity to perform the duties and responsibilities of the role, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tina Gioffre (02) 6205 7326 tina.gioffre@act.gov.au

Independent Competition and Regulatory Commission

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

Legal

Director/Assistant Director Legal

Senior Officer Grade C/Senior Officer Grade B \$108,926 - \$144,418, Canberra (PN: 42852)

Gazetted: 25 August 2020

Closing Date: 15 October 2020

Details: The ACT's economic regulator—the Independent Competition and Regulatory Commission (ICRC)—is seeking an energetic and collaborative person with a passion for protecting consumers for its legal and compliance team.

The team's work is diverse, with responsibility for developing industry codes, licensing energy and water utilities, monitoring utilities' performance and compliance with licence conditions, and ensuring the regulatory framework remains up-to-date and effective in protecting consumers.

You will have strong analytical and communication skills, project management experience, and a practical understanding of how government works. You will be experienced in engaging with a diversity of stakeholders across government, the private sector and the community, and in drafting reports, legal instruments, briefing papers, and correspondence.

The work will be challenging and rewarding. There is one vacancy which will be filled at either Director or Assistant Director level, depending on skills and 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.

Eligibility/Other Requirements: An undergraduate degree is a strong advantage. A degree in law, commerce, management or related field will be an advantage.

Note: This position will be filled at either the Senior Officer Grade C or Senior Officer Grade B level, dependant on the skills and experience of the successful applicant.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Annette Weier (02) 6207 3150 Annette.Weier@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Corporate Services

Facilities

Senior Maintenance Officer (Commercial Painting and Decorating)

General Service Officer Level 10 \$86,547 - \$99,051, Canberra (PN: 48703)

Gazetted: 26 August 2020

Closing Date: 9 September 2020

Details: ACT Corrective Services (ACTCS) is seeking a highly experienced and motivated person to fill the position of Senior Maintenance Officer, Commercial Painting and Decorating (GSO10).

As part of the Facilities Management Unit, located at the Alexander Maconochie Centre (AMC), the Senior Maintenance Officer is responsible for the preventable maintenance and upgrade of finished surfaces, signage, furnishings, flooring, furniture and related infrastructure, with a focus on maintaining the safety, appearance, operability and longevity of the facility.

The successful candidate will perform maintenance tasks for the AMC and other ACTCS occupied premises. In addition, you will support management with the ongoing operations of detainee painting and refurbishment industries, including certifications, and creating, implementing and maintaining policies, procedures and supplier contracts.

You will be required to offer guidance, coaching and mentoring to detainees, through a positive workplace culture, as well as develop their work skills with a goal of improving post release employment opportunities. You will also be required to manage resources and refurbishments, provide input to case management and vocational training, provide written and verbal reports, maintain work schedules, and liaise with management 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: To be successful, you will demonstrate exceptional communication and interpersonal skills and hold a Trade Certificate (Certificate III or IV) in Commercial Painting (or equivalent), with qualifications or significant demonstrated experience in project management.

Applicants will be required to:

Undergo a National Police check.

Hold and maintain an unrestricted drivers' licence.

Hold and maintain Australian recognised qualifications in Commercial Painting.

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.

It is highly desirable for applicants to:

Hold a construction white card and high-risk work licences for working at heights, elevated work platforms and forklift.

Have experience in liaison and negotiation with the public and private sector.

Have experience working within a custodial or secure environment.

The occupant of this position may be required to:

Undertake parts of the duties outside normal business hours.

Provide backfill support to the Facilities Management Unit.

Undertake and complete ACTCS' induction and other training when required.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Batten (02) 6207 6770 Craig.Batten@act.gov.au

ACT Corrective Services

Operational Support

Team Leader - Policy

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 47588)

Gazetted: 21 August 2020

Closing Date: 8 September 2020

Details: ACT Corrective Services (ACTCS) is looking for an experienced, highly motivated and career-oriented person to fill the position of Team Leader, within the Policy Unit.

The successful candidate will require strong strategic, analytical and communication skills and will play a key role in policy development, research and agency agreements, working in close collaboration with internal and external stakeholders.

In addition, you will provide day to day supervision and management responsibilities for the Policy Unit. Monitor and report against the ACTCS Evaluation Framework and Plan, as well as develop, implement and report against the ACTCS Aboriginal and Torres Strait Islander Offender Framework, the JACS Reconciliation Plan, and other documents as required. Further to this, you will contribute to briefs, reports, correspondence, speeches and other vehicles of policy advice on operational and strategic policy issues, the application and interpretation of legislation and whole-of-government policy, and recommendations relating to policy.

To be successful, you will be required to demonstrate exceptional communication and interpersonal skills, in addition to strong leadership 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.

Eligibility/Other Requirements:

Relevant qualifications in law or social sciences, or prior experience in human services policy development, would be an advantage.

The successful candidate may be required to undergo a National Police check.

Driver's licence is essential.

How to Apply: Applicants are required to submit three items:

A one to three-page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements;

a current curriculum vitae; and

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

Office of the Director-General

Executive Assistant

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 10289)

Gazetted: 20 August 2020

Closing Date: 3 September 2020

Details: The Executive Assistant provides high-level administrative support to the Deputy Director-General. The role is required to maintain a high level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement. The position is required to engage in continual problem solving, complex and sensitive issues management, have outstanding multi-tasking skills and the capacity to

prioritise issues. Additionally, the position liaises across the ACT Government and with various key stakeholders to respond quickly to business needs and meet tight timeframes.

Eligibility/Other Requirements: The successful applicant of this position must be able to obtain and hold a Negative Vetting 1 (NV1) national security clearance.

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

How to Apply: Demonstrate your experience, skills and behaviours in carrying out the duties outlined, by providing a one to two page pitch addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities; a current curriculum vitae, including the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicola Cowan (02) 6207 0501 nicola.cowan@act.gov.au

ACT Corrective Services

Operational Support

Policy and Risk Management

Director - Policy and Risk Management

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 28756)

Gazetted: 21 August 2020

Closing Date: 8 September 2020

Details: A career opportunity has arisen within ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the role of Director - Policy and Risk Management. The primary objective of the Director - Policy and Risk Management is to ensure the delivery of strategic policy, research and quality assurance in support of the continuous improvement and best practice principles of ACTCS. You will also be accountable for the development, implementation and review of strategic policy and management of strategic and operational risk in collaboration with internal and external agencies.

In addition, the successful applicant will provide leadership and expertise on governance and accountability in the areas of policy and assurance activities, communicating roles and responsibilities and establishing processes to provide transparency of compliance across the service.

Further to this, you will develop and monitor business continuity plans and provide Security Advisory Services to all ACTCS locations outside of the Alexander Maconochie Centre.

To be successful, you will be required to demonstrate exceptional communication and interpersonal skills in addition to strong leadership and management skills and an ability to develop and compose complex workplace documents.

Eligibility/Other Requirements:

Relevant tertiary qualifications in business management and risk and audit would be highly regarded.

The successful candidate may be required to undergo a National Police check.

Driver's licence is essential.

How to Apply: Applicants are required to submit three items:

A one to three-page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements;

a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and

a copy of your current driver's licence.

Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

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

Corporate

Governance

Senior Director, Ministerial Services Unit

Senior Officer Grade A \$148,991, Canberra (PN: 35189)

Gazetted: 21 August 2020

Closing Date: 4 September 2020

Details: The Senior Director-Ministerial Services Unit (MSU) is responsible for providing a high level of client service while managing and providing leadership on organisational governance issues relating to Cabinet, Assembly, Ministerial and whole of government matters.

The role is responsible for managing a proactive agenda in relation to Cabinet and Assembly matters, including legislation, speeches, reports, government responses and committee business and reports. The suitable applicant requires high-level communication, negotiation, representation and relationship management skills. This position liaises with various senior stakeholders across the ACT Government, while maintaining a high level of confidentiality and discretion. This Senior Director, MSU is required to respond quickly to business needs and adhere to tight timeframes.

Eligibility/Other Requirements: An understanding of Cabinet, ministerial, ACT Legislative Assembly and machinery-of-government processes would be an advantage.

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

How to Apply: Please provide a two-page response to the Professional/Technical Skills and Knowledge, Behavioural Capabilities and compliance requirements listed in the Position Description. We also require the contact details of two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Danielle Krajina (02) 6207 4813 Danielle.Krajina@act.gov.au

Legislation, Policy and Programs

Road Safety and Transport Regulation

Road Safety Policy

Director Road Safety Policy

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 03234)

Gazetted: 21 August 2020

Closing Date: 4 September 2020

Details: The Road Safety and Transport Regulation team is responsible for a range of road safety and transport matters. The team develops and implements policy and legislation relating to road safety and transport regulation. It delivers road safety programs and road safety education and awareness campaigns and is responsible for developing, implementing and reporting on the ACT Road Safety Strategy and Action Plan. The team reviews and implements reforms to the ACT's road transport laws and policy as well as preparing briefings for the Transport and Infrastructure Council (Ministerial Council) (TIC) and the Transport and Infrastructure Senior Officials Committee (TISOC) and participating in national working groups on road safety and transport reform.

The Director will be responsible for the road safety policy team and will have experience in policy development and implementation, strong communication skills, and proven ability to deliver quality products within set timeframes. The Director will also develop and promote positive relationships with stakeholders and represent the Directorate in consultations.

The Director, is responsible for leading the road safety policy team to develop, implement and report on the ACT Road Safety Strategy and Action Plan; manage the ACT Road Safety Board and ACT Road Safety Grants program; manage the ACT Road Safety Fund; and develop and implement education and awareness campaigns.

Eligibility/Other Requirements:

Policy development experience will be highly regarded.

Previous experiencing managing staff will be highly regarded.

Note: This is a temporary position available for 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a one-two page pitch that outlines specific evidenced-based examples of your past experience to demonstrate your ability to undertake this role, together with a copy of your current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Kemp (02) 6207 5891 Alison.Kemp@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Patient Transport Officer

Patient Transport Officer 1 \$59,578 - \$63,313, Canberra (PN: 21120, several)

Gazetted: 21 August 2020

Closing Date: 7 September 2020

Details: Are you looking for an opportunity to contribute to the ACT Community? Do you have an excellent driving record?

The ACT Ambulance Service (ACTAS) is looking for motivated, enthusiastic, compassionate people to join our Non-Emergency Patient Transport Service in the role of Patient Transport Officer (PTO).

Our PTOs deliver high quality care and support to members of the ACT Community that require transport to and from medical facilities.

You will have outstanding communication skills and personal presentation, great attention to detail and like to be punctual. You will be part of a small, busy team committed to this energetic role. An ability to integrate into a rotating shift pattern covering weekdays, weekends and public holidays between the hours of 7am-9pm is essential. If you hold a first aid certificate, that would be an advantage.

Current and former ADF members are encouraged to apply.

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:

A current driver's licence Class C (or interstate equivalent) is essential.

Maintenance of a Working with Vulnerable People Registration. Continued employment is dependent on Registration remaining current.

Evidence of current immunisations which should include Tetanus, Hepatitis B and Influenza.

A current First Aid Certificate would be an advantage.

A pre-employment medical is required for all new employees.

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

Successful applicants will undergo an initial eight week training course and are expected to complete a Certificate III in Non-emergency Patient Transport. Continuing employment is dependent on completion of the Certificate III in Non-emergency Patient Transport within 12 months of commencement.

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. Employment as a Patient Transport Officer does not lead to progression to Ambulance Paramedic qualifications or employment. Applications must not exceed 10MB and will be acknowledged via an auto-reply notification from Shared Services if the upload is successful. Please check both your inbox and spam box after submission.

How to Apply: Submit your online application and supporting documents via the Apply Now button before the advertisement closing date.

The following documents must be attached:

a maximum two page A4 pitch addressing the five Position Description Capabilities showcasing the skills, attributes and life experience that would make you an exceptional Patient Transport Officer.

a brief employment history/resume including the names and contact details of two (2) Referees;

a copy of both sides of your ACT Class C driving licence or interstate equivalent;

a complete driving history and points demerit transcript from the relevant motor registry authority in your state or territory;

A copy of your current Working with Vulnerable People registration or a copy of the receipt for your Working with Vulnerable People application

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Scott Kelly (02) 6207 9986 Scott.Kelly@act.gov.au

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

Transport Canberra and City Services

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

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

Chief Operating Officer

Finance

Assets and Capital Works

Assets and Capital Works Finance Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 24922)

Gazetted: 26 August 2020

Closing Date: 9 September 2020

Details: Do you want to make a difference to the ACT Community? Do you want to be part of an innovative directorate and work in a friendly culture that supports staff?

Then Transport Canberra and City Services (TCCS) is looking for you. TCCS is looking for a positive, enthusiastic, innovative and forward-thinking finance professional to work in the Assets and Capital Works section within the Directorate. TCCS is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and those that identify as LGBTIQ.

Eligibility/Other Requirements:

Relevant tertiary qualifications in business, accounting, economics or commerce is highly desirable.

Progression towards or membership of a professional accounting body is desirable (ie CPA, ICA).

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

How to Apply: Please submit a curriculum vitae, details of two referees and a written response demonstrating your suitability against the Professional/Technical Skills and Knowledge, and Behavioural Capabilities required for this role as outlined in the attached Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hamish Palfreyman (02) 6205 7810 hamish.palfreyman@act.gov.au

Chief Operating Office

People and Capability

Organisational Development

Director - Corporate Communications and Engagement

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 38408)

Gazetted: 26 August 2020

Closing Date: 9 September 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.

The TCCS People and Capability branch are seeking applications from proactive and enthusiastic candidates to join our branch as the Director, Corporate Communications and Engagement in the Organisational Development team. This position plays an integral role in leading the design and delivery of effective internal communications and engagement activities. This includes extensive stakeholder engagement, scoping and overseeing the delivery of corporate campaigns, strategies, key announcements and tailored employee communications and related events. The successful candidate will be a hands-on collaborative leader with extensive experience in managing corporate communications, branding, digital communications and communication services, building relationships, and implementing effective internal engagement practices for a diverse workforce.

Our values are Excellence, Safety, Collaboration, Respect, Innovation and Integrity. We want our organisation to be full of talented people who believe in and demonstrate behaviours in line with our values.

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 formal higher education qualifications such as in Communications, Public Relations and or IAP2 is highly desirable.

Experience (five+ years) in corporate communications and engagement, public relations and stakeholder engagement.

Note: This is a temporary position available immediately until 30 June 2021. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Danielle Rutter (02) 6207 3147 danielle.rutter@act.gov.au

Territory and Business Services

Libraries ACT

Disability Inclusion and Learning Coordinator

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 22197)

Gazetted: 21 August 2020

Closing Date: 7 September 2020

Details: Libraries ACT provides public library services for the community over multiple sites, online and through a range of programs as well as the ACT Heritage Library and the Home Library Service.

This role will work with the community to identify literacy, social and access needs and facilitate the provision of library services, facilities and programs relevant to people with a disability. The occupant will work with community partners, government agencies and people with a disability to deliver equity of access and inclusion. The occupant also works regular rostered shifts (including weekends) in a library branch as an officer in charge and delivering services. This requires direct communication and engagement with customers and staff and being responsible for operations of the building and services.

All applicants should consider the position description in full, including key objectives, eligibility criteria and work environment description, to understand the full scope of duties.

Eligibility/Other requirements: This is an identified position for a person with a disability. Confirmation of disability may be required. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This position was previously advertised. It is now re-advertised with updated information. Previous applicants need to apply if they wish to be considered for the position. This is a permanent full-time role but part time hours may be considered and the full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Steed (02) 6207 5156 Sarah.Steed@act.gov.au

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

APPOINTMENTS

ACT Integrity Commission

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

Carrie Gibson, Section 68(1), 24 August 2020

Canberra Health Services

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

Michaela Edelstein, Section 68(1), 21 August 2020

Pharmacist Level 1 \$71,297 - \$82,307

Mimi Elliott, Section 68(1), 27 August 2020

Pharmacist Level 1 \$71,297 - \$82,307

Muhammad Jamaludin, Section 68(1), 26 August 2020

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

Suzanna Lueck, Section 68(1), 24 August 2020

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

Shelbie McDonald, Section 68(1), 17 September 2020

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

David Robertson, Section 68(1), 24 August 2020

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

Taylor Smith, Section 68(1), 24 August 2020

Chief Minister, Treasury and Economic Development

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

Jason Aoun, Section 68(1), 18 August 2020

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

Alison Armitstead, Section 68(1), 24 August 2020

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

Shona Glover, Section 68(1), 26 August 2020

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

Zebedee Mahoney, Section 68(1), 18 August 2020

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

Mynon Manchanayake, Section 68(1), 24 August 2020

General Service Officer Level 5/6 \$56,595 - \$62,286

Peter Mealy, Section 68(1), 21 August 2020

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

Saraya Palmer, Section 68(1), 18 August 2020

Community Services

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

Jolin Edmondson, Section 68(1), 14 August 2020

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

Helen Toole, Section 68(1), 1 August 2020

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

Helen Toole, Section 68(1), 1 August 2020

Note: This appointment is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 14, Direct Appointment of Employee General. An appointment under this section is not appealable.

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

Tegan Gough-Donnelly: 869-14769, Section 68 (1), 13 August 2020

Education

School Assistant 2 \$48,856 - \$53,947

Catherine Ogilvy, Section 68(1), 17 August 2020

Building Service Officer 2 \$59,578 - \$62,286

Kalle Smith, Section 68(1), 26 August 2020

School Assistant 4 \$66,371 - \$71,867

Rachel Weeks, Section 68(1), 25 August 2020

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

Shane Nelson: 86935877, Section 68(1), 17/08/2020

Major Projects Canberra

Infrastructure Officer 5 \$154,786

Francine Kelly, Section 68(1), 20 August 2020

Transport Canberra and City Services

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

Xaralampos Korres, Section 68(1), 26 August 2020

TRANSFERS

Canberra Health Services

Berida Blayney

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

To: Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade)
Canberra Health Services, Canberra (PN. 40903) (Gazetted 16/07/2020)

Chief Minister, Treasury and Economic Development

Chen Chen

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 26692) (Gazetted 30 September 2019)

Community Services

Housing ACT

Jami Symons

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

Community Services

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

Community Services, Canberra (PN. 14077) (Gazetted 12 February 2020)

Environment, Planning and Sustainable Development

Dragica Roncevic

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 43012) (Gazetted 23 March 2020)

PROMOTIONS

ACT Health

Health Systems, Policy and Research Group

Preventive and Population Health Branch

Epidemiology Section

Elizabeth Denham

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

Canberra Health Services

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

ACT Health, Canberra (PN. 44433) (Gazetted 29 July 2020)

Office of Director General

Communications and Government Relations

Ministerial and Government Services

Chadia Rad

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

ACT Health

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

ACT Health, Canberra (PN. 45489) (Gazetted 17 June 2020)

Canberra Health Services

Chief Operating Officer Clinical Services

Julie Barlow

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22547) (Gazetted 2 July 2020)

Chief Operating Officer Clinical Services

Juliet Menakaya

From: Health Professional Level 1 \$62,823 - \$82,307

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 43577) (Gazetted 15 May 2020)

Chief Operating Officer Clinical Services

Megan Mickenbecker

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

Canberra Health Services

To: †Registered Nurse Level 3.2 \$122,360

Canberra Health Services, Canberra (PN. 19372) (Gazetted 25 June 2020)

Canberra Health Services

Tomasina Purcell

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. 26396) (Gazetted 19 March 2020)

Medical Services

Candice Riedel

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 44666) (Gazetted 28 May 2020)

Canberra Health Services

Clinical Services

Michelle Daniel

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

Canberra Health Services

To: Registered Nurse Level 3 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 28583) (Gazetted 11 June 2020)

Chief Operating Officer Clinical Services

Anna O'Rourke

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22231) (Gazetted 16 July 2020)

Canberra Institute of Technology

Education and Training Services

Technology and Design

Lauren Young

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 19000) (Gazetted 1 January 2000)

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

Access Canberra

Fair Trading and Compliance

Traffic Camera Compliance

Bonnita Allen

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

Canberra Health Services

To: Administrative Services Officer Class 2 \$57,454 - \$63,443

Chief Minister, Treasury and Economic Development, Canberra (PN. 31786) (Gazetted 5 June 2020)

Finance and Budget Group

Budget Coordination and Reporting Branch

Budget Coordination Team

Margaret Barnes

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$148,991

Chief Minister, Treasury and Economic Development, Canberra (PN. 43390) (Gazetted 19 September 2019)

Access Canberra

Customer Coordination

Applications and Approvals

Samantha Borrett

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 15311) (Gazetted 17 May 2020)

Finance and Budget Group

Budget Coordination and Reporting Branch

Budget Coordination Team

Rowena Mele

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$148,991

Chief Minister, Treasury and Economic Development, Canberra (PN. 36180) (Gazetted 19 September 2019)

Payroll and HR Systems

Payroll Services

Nopphakorn Saenpanya

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN:09345) (Gazetted 09 July 2020)

Education

Service Design and Delivery

Learning and Wellbeing Policy and Design

Learning and Teaching Policy and Service Design

Alexandra Dance

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

Education

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

Education, Canberra (PN. 34836) (Gazetted 27 May 2020)

School Performance and Improvement

North and Gungahlin Network

Lyneham High School

Prudence Davies

From: Classroom Teacher \$73,246 - \$109,641

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 33339) (Gazetted 15 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 Division

North Gungahlin Network

Lyneham High School

Tegan Keogh

From: Classroom Teacher \$73,246 - \$109,641

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 02630) (Gazetted 15 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.

Transport Canberra and City Services

City Services

ACT NoWaste

Waste Regulation

Diana Bannerman

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 39833) (Gazetted 26 February 2020)

Territory and Business Services

Domestic Animal Services

Belinda Cox

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 39545) (Gazetted 25 June 2020)

City Services

City Services Executive

Gregory Haraldson

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. 33274) (Gazetted 13 July 2020)

City Services
City Presentation
Place Management
Terrence McLeary

From: Technical Officer Level 4 \$86,547 - \$99,051

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 33868) (Gazetted 6 July 2020)