



ACT Government Gazette

Gazetted Notices for the week beginning 10 December 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

Public Health Protection and Regulation

Health Protection Service

Senior Case Manager

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 47114)

Gazetted: 16 December 2020

Closing Date: 10 January 2021

Details: ACT Health is seeking a Senior Case Manager (Registered Nurse) to provide case investigation, as well as oversight and leadership to a team of contact tracers who work to limit the spread of COVID 19.

If you're the right person for this position you will be an AHPRA accredited Registered Nurse and ideally have had previous experience in public health, specifically communicable disease.

We are looking for individuals who are team players, strong communicators and are able to build and maintain a professional relationships with internal and external stakeholders.

These are fast-paced roles, across the breadth of communicable diseases, and every day will bring new and changing priorities. They will suit people who are comfortable with ambiguity and change.

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

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Hundy (02) 5124 9249 Rebecca.Hundy@act.gov.au

Public Health, Protection and Regulation

Health Protection Service

Public Health Regulation and Projects

Policy Officer

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 29627, several)

Gazetted: 15 December 2020

Closing Date: 5 January 2021

Details: The Public Health Regulation and Projects (PHRaP) section of the Health Protection Service is seeking a Policy Officer to contribute to the development, implementation and evaluation of public health policy and regulation. This position will have a key focus on policy work relating to:

environmental health (e.g. food safety, recreational water quality, insanitary conditions, tobacco control and smoke-free, e-cigarettes), or the

prevention and treatment of sexually transmissible infections and blood borne viruses.

The ideal candidate will have well-developed written and oral communication skills, an understanding of risk-based regulation and public health issues and be able to apply this knowledge in a policy setting.

Desirable skills include experience in policy development, experience in drafting Government correspondence, and a demonstrated ability to liaise effectively with a range of internal and external stakeholders.

Eligibility/Other Requirements:

Tertiary qualifications (or equivalent) in science and/or health related field.

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

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

How to Apply: Interested candidates are requested to provide a written application that addresses the Selection Criteria in a two-page pitch detailing how you are the right person for this opportunity. Candidates should provide a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephanie Marion-Landais (02) 5124 9181 Stephanie.Marion-Landais@act.gov.au

Public Health Protection and Regulation

Health Protection Service

Business Management Services

Assistant Director, Business Improvement

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 25193)

Gazetted: 14 December 2020

Closing Date: 21 December 2020

Details: Are you interested in helping to protect the health of the Canberra community? Are you knowledgeable about good database management practices? Do you get excited by working on improvements to existing business processes?

The Health Protection Service within ACT Health is looking to hire a suitably qualified and enthusiastic individual to implement business improvements that support the vital work of the Health Protection Service, manage a regulatory database and support the Health Protection Service quality system.

The Health Protection Service is part of the Public Health, Protection and Regulation Division, headed by the Chief Health Officer who is appointed under the Public Health Act 1997 and fulfils a range of statutory responsibilities and delegations under various public health legislation. The Division is responsible for development of population health strategic initiatives in ACT in the key areas of protection, prevention, and Territory-wide interventions. The Division is also

responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Health Protection Service manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services.

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

Notes: This is a temporary position available from 18 January 2021 until the 23 April 2021. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only.

How to Apply: If you are interested in joining this dedicated team, you can apply by providing a written statement of no more than two pages addressing the Capabilities listed under 'What You Require' in the Position Description along with your curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Mills (02) 5124 9105 David.Mills@act.gov.au

**Health Systems, Policy and Research Group
Office of Professional Leadership and Education
Office of the Chief Medical Officer
Director, Quality and Safety Unit
Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 45084)**

Gazetted: 14 December 2020

Closing Date: 7 January 2021

Details: Expression of Interest are invited from a suitably qualified and experienced applicant to play a key a leadership role in the ACT Health Directorate Quality and Safety Unit. You will be responsible for the monitoring and evaluation of the ACT Health Quality Strategy 2018-2028, including the analysis of quality and safety performance information. We are looking for someone with knowledge and technical expertise in quality improvement tools and methods, its application in healthcare, and a demonstrated record of initiating and implementing organisational strategies to enhance quality improvement and patient safety initiatives. Excellent people and stakeholder management skills are also critical. We work collaboratively and value highly our positive workforce culture. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Mandatory:

Direct experience of managing quality improvement and patient safety initiatives in healthcare settings.
Experience in the supervision of staff.

Desired:

Tertiary qualification in a Quality or Health related field.

How to Apply: Please submit a current curriculum vitae, contact details of two referees (one being a current supervisor) and a written statement in the form of a pitch of no more than two pages addressing the Selection Criteria. The statement should explain how you have the technical skills, necessary experience and knowledge to perform in this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dinesh Arya (02) 5124 9637 dinesh.arya@act.gov.au

**Health Systems, Policy and Research Group
Office of Professional Leadership and Education
Chief Medical Officer
Assistant Director, Quality and Safety Unit
Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 45083)**

Gazetted: 14 December 2020

Closing Date: 7 January 2021

Details: Join the Quality and Safety Unit and contribute to strengthening health quality and safety across the ACT public health system. As part of a small team you will contribute your knowledge of quality improvement methods, clinical governance frameworks and the national safety and quality health agenda to support the unit to implement the ACT Health Quality Strategy 2018-2028 and to further develop quality improvement and patient safety systems within the ACT. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Mandatory: Direct experience in managing quality improvement and patient safety initiatives in healthcare settings.

Desirable: Tertiary qualifications in a quality or health related field.

Note: Excellent people and stakeholder management skills are critical. We work collaboratively and highly value our positive workforce culture.

How to Apply: Please submit a current curriculum vitae, contact details of two referees (one being a current supervisor) and a written statement in the form of a pitch of no more than two pages addressing the Selection Criteria. The statement should explain how you have the technical skills, necessary experience and knowledge to perform in this role.

Applications should be submitted via the Apply Now button.

Contact Officer: Dinesh Arya (02) 5124 9637 dinesh.arya@act.gov.au

Canberra Health Services

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

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

Canberra Health Services

Chief Operating Officer Clinical Services

Mental Health Justice Health and Alcohol and Drug Services

Adult Community and Older Persons

Administrative Assistant

Administrative Services Officer Class 4 \$73,248 - \$79,310 , Canberra (PN: 17240)

Closing Date: 04 January 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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

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

Overview of the work area and position

Adult Acute Mental Health Services incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Mental Health Consultation Liaison (MHCL) Team across the Emergency Department (ED) and The Canberra Hospital (TCH).

AMHU is a 40-bed inpatient Facility comprised of a 10 bed High Dependency Unit (HDU) and 30 bed Low Dependence Unit (LDU) for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. MHSSU is a low dependency six bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. MHCL are a multidisciplinary team who undertake mental health assessments and provide short term mental health management for people in acute distress with mental health conditions within the Canberra Hospital (TCH) and Emergency Department (ED).

The AAMHS Administrative Assistant is responsible for the provision of high level administrative support to the Operational Director and Clinical Director of Adult Acute Mental Health Services, other related administrative duties such as preparing a range of correspondence, diary and inbox management, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests. It is expected that in this position you will assist in the strategic and

operational processes required for the directors to undertake their role. This includes the provision of high-quality customer service to the consumers and staff of MHJHADS Division.

Eligibility/Other Requirements

Desirable:

- Hold a current driver's licence.
- Experience within a health administration area.
- Knowledge and experience in the use of relevant medical terminology.
-

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.

Contact Officer: Katrina Rea (02) 5124 1623 katrina.m.rea@act.gov.au

Canberra Health Services

Chief Operating Officer Clinical Services

Medicine

Diabetes Service

Nurse Practitioner (Diabetes)

Nurse Practitioner \$131,034 , Canberra (PN: 49275)

Closing Date: 04 January 2021

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

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

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

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

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

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

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

Overview of the work area and position

The Canberra Health Service (CHS) Diabetes Service is an interprofessional team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community-based locations within the ACT. Clients seen include adolescents and adults with pre-diabetes and diabetes and women with hyperglycaemia in pregnancy (HIP).

The Nurse Practitioner position will work within the Diabetes Service to provide an integrated and co-ordinated service, with particular involvement in the Hyperglycaemia in Pregnancy Service. The Hyperglycaemia in Pregnancy Service provides interdisciplinary specialist care to women with gestational diabetes and pre-existing type 1 and type 2 diabetes, in which health assessment and treatment approaches are based on best available clinical evidence. At all times a holistic approach is taken to address the needs of women to improve their own health and wellbeing and that of their babies.

The Nurse Practitioner role will provide all aspects of a patient's diabetes care, including comprehensive skilled clinical assessment, physical examination and ordering of tests, diagnosis, client education including for

preventative care, prescribed treatments, consultations and referrals. The role may require work in both inpatient and outpatient settings within CHS.

While the role requires diabetes care to be delivered independently, the Nurse Practitioner will work in collaboration with the interdisciplinary team of Endocrinologists, Obstetricians, Midwives, Allied Health Professionals, General Practitioners, other Medical Specialists and Junior Medical Staff. The Nurse Practitioner will provide expert advice and guidance to Diabetes Nurse Educators and allied health staff when appropriate. This position also forms part of the Diabetes Service leadership team, to progress and represent the work of the Service.

The Nurse Practitioner will be responsible professionally to the Division of Medicine Director of Nursing. The Nurse Practitioner will be operationally responsible to the Director of the ACT Diabetes Service.

Eligibility/Other Requirements

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) with no conditions or undertaking on registration relating to unsatisfactory professional performance or unprofessional conduct.

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

Minimum of five years' post graduate experience working in an advanced practice nursing role within Diabetes Education.

Must hold and maintain a current driver's licence.

Desirable:

Two years' experience working as a Nurse Practitioner within the field of diabetes with experience in the management of hyperglycaemia in pregnancy.

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).

Contact Officer: Lynelle Boisseau 0435 446 516 lynelle.boisseau@act.gov.au

Canberra Health Services

Chief Operating Officer Clinical Services

Mental Health Justice Health and Alcohol and Drug Services

Rehabilitation and Specialty Mental Health Services

Clinical Neuropsychologist

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 37687)

Closing Date: 04 January 2021

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

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

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

Six community health centres: providing a range of general and specialist health.

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 of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home.

An exciting opportunity exists for a Clinical Neuropsychologist to join the friendly and supportive MHS Neuropsychology team within Rehabilitation and Speciality Mental Health Services. The team provides high quality neuropsychological services to the Division including evidence-based assessment and intervention to consumers across all programs of MHJHADS, including:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Secure Mental Health Inpatient Services, and

Older Person's Community Mental Health Team; MHS-Intellectual Disability team; Adult Mental Health Rehabilitation Unit and the Adult Mental Health Day Service, within Rehabilitation and Speciality Mental Health Services

The team also provides consultation and in servicing of staff, supervision of psychologists and provisional psychologists, and advice to the Division on matters relating to neuropsychological assessment and intervention. The overall functions of the Clinical Neuropsychologist will:

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

Provide individual or group service delivery.

Perform normal professional work under general professional guidance.

May perform novel, complex, critical or difficult tasks with professional supervision.

Participate in the supervision and training of other staff, as directed.

The Clinical Neuropsychologist position reports to the Team Manager of MHS Neuropsychology role, who will also provide clinical supervision.

Eligibility/Other Requirements

Mandatory:

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

Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Neuropsychology.

Minimum of three years (ideal five years) post qualification. Please note however, that applicants with greater than 12 months experience are also encouraged to apply.

Desirable:

Registration requirement - Area of Practice Endorsement (AOPE) in Neuropsychology and eligibility to supervise higher degree students. Please note that applicants with an AOPE but who are not yet a Board approved supervisor, are still encouraged to apply.

Previous work experience in a mental health setting.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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).

Notes This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. This is a part-time position available at 32 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Lainie Hart (02) 5124 1269 lainie.hart@act.gov.au

Canberra Health Services

Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drugs Services

Justice Health

Team Manager

Health Professional Level 4 \$110,397 - \$118,832 , Canberra (PN: 33369)

Closing Date: 04 January 2021

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

Overview of the work area and position

Forensic Mental Health Services (FMHS) 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)

Fixated Lone Actor Grievance Fuelled Violence Assessment Team (ACT FLAG)

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 – A)

As Team Manager of Custodial Mental Health, you will be expected to oversee the provision of high quality mental health care including legislated induction screening, at-risk assessment and management, and community equivalent psychiatry services within the ACT's two correctional centres - the Alexander Maconochie Centre and Bimberi Youth Justice Centre. You will be required to manage a team of clinical staff made of nursing and allied health professionals, provide clinical governance in respect to clinical service provision, complete a range of administrative tasks including rostering, participate in quality improvement activity, and liaise effectively with partner agencies including JHS Custodial Health, other health services, ACT Corrective Services, CYPs, and external agencies such as NGOs. You will be supported by a Clinical Nurse Consultant and report to the Senior Manager, Forensic Mental Health Services.

Eligibility/Other Requirements

Mandatory:

Social Work:

- Degree in Social Work
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW).
- Be registered under the Working with Vulnerable People (Background Checking) Act 2011.

Occupational Therapy:

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

Psychology:

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

All professions:

Minimum five years post-qualification experience.

Desirable:

- Experience of working in acute or community public mental health.
- Experience of working in a custodial or secure forensic inpatient setting.
- Current driver's licence.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

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

Canberra Health Services

Chief Operating Officer Clinical Services

Medicine

Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061 , Canberra (PN: 22213, several)

Closing Date: 04 January 2021

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

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Overview of the work area and position

Ward 6A Cardiology, Respiratory, Endocrinology and Rheumatology, Division of Medicine. 6A is a busy 32 bed medical ward at Canberra Hospital. Applications are sought from Registered Nurses (RN) with strong clinical leadership skills to take on a permanent Level 2 RN position. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements

Mandatory:

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

Prior to commencement successful candidates will be required to:

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

Note

There are several temporary full and part-time positions available at various hours (and the full-time salary noted above will be paid pro-rata) with shift work on a rotating roster seven days per week. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Catherine Clift (02) 5124 4217 catherine.clift@act.gov.au

Canberra Health Services

Chief Operating Officer Clinical Services

Women, Youth and Children

Children, Youth and Women's Health Program

MACH Nurse

Registered Nurse Level 2 \$94,409 - \$100,061 , Canberra (PN: 22659)

Closing Date: 04 January 2021

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Six community health centres: providing a range of general and specialist health.

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

Overview of the work area and position

Maternal and Child Health nurses are supported by the National Framework for Universal Child and Family Health services.

MACH Nurses are guided by the seven standards outlined in the *National Standards of Practice for Maternal Child and Family Health nurses in Australia (2017)*.

Eligibility/Other Requirements

Mandatory:

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

Post graduate qualifications in Child and Family Health or equivalent.

Current driver's licence.

Desirable:

Qualifications and recent experience in Midwifery/Paediatrics or related Primary Health setting.

Family Partnership Model Training (or commitment to complete training)

Circle of security Training

International Board-Certified Lactation Consultant

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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).

Notes

This is a full-time position but part-time hours may be negotiated.

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

Canberra Health Services

Chief Operating Officer Clinical Services

Cancer and Ambulatory Services

Palliative Care

Clinical Nurse Consultant (Specialist Palliative Care)

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22543)

Closing Date: 29 December 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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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.

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 Specialist Palliative Care Service at Canberra Health Services is a consult liaison service operating during business hours and services patients with palliative needs throughout the wider hospital campus. The Clinical Nurse Consultant (CNC) is responsible for the maintenance and upholding standards of nursing care within the Specialist Palliative Care Team, including human and financial management. This involves fostering an environment which actively encourages the development of expert nurses, psychologists and social workers and professional development within the area, supporting a positive workplace culture and environment.

Working closely with other disciplines in all wards in Canberra Hospital, the role provides leadership in nursing care and allied health support of patients and their families or carers along with direct care of complex patients. Services include facilitation of access to resources, responding to crisis and leadership in palliative care conversations.

This position is responsible for driving service innovation and growth to expand the scope of palliative services to patients their families or carers and for the development of models of care for enhanced service provision.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

At least five years post graduate experience in working with people with life limiting illnesses.
Post graduate qualification in leadership and demonstrated experience in successfully leading a team.
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).
Contact Officer: Julieanne Siggins 0412 501 716 Julianne.Siggins@act.gov.au

Canberra Health Services

Division of Allied Health

Senior Director of Allied Health

Health Professional Level 6 \$151,002 , Canberra (PN: 45533)

Closing Date: 28 December 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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- Four Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health.
- 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 Allied Health is responsible for the delivery of workforce reforms, and for strengthening and developing Allied Health services through innovative models of care and service delivery across Canberra Health Services (CHS). The Division also provides professional and strategic leadership to Allied Health professions within CHS and collaborates and represents CHS at relevant local and national forums.

Under the broad direction of the Executive Director, Allied Health, it is expected that the Senior Director will play a key role in planning and continuous improvement for the Division. The Senior Director will have responsibility for ensuring divisional management and compliance for operational matters such as human resources management, contract management, financial management, government business, and provide support and advice to the Executive Director and other managers and Senior Executives within CHS. The Senior Director will provide outstanding leadership, strategic approach, communicate professionally and work with flexibility, efficiency, and diplomacy.

Eligibility/Other Requirements

Mandatory:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Tertiary qualifications in an Allied Health discipline.

Desirable:

- Previous experience managing senior allied health within a large health care setting.

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).

Notes

This is a temporary position available for a period of five months with the possibility of extension.

Contact Officer: Jo Morris (02) 5124 0004 jo.morris@act.gov.au

Division of Medicine

Medical

Booking and Scheduling Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 31446)

Gazetted: 14 December 2020

Closing Date: 28 December 2020

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

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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

Canberra Hospital and Health Services Neurology Department offers specialist Neurology consultation and Clinical Neurophysiological testing for patients of the ACT and surrounding region in both inpatient and outpatient settings.

Under general direction of the Office Manager and Administration Manager you will be responsible for the booking and scheduling of patient appointments as well providing general reception duties, receive and filter incoming calls and provide a high level of customer service to the Neurology Department.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for four months with possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Victoria Schmahl (02)5124 3028 Victoria.Schmahl@act.gov.au

Finance and Business Intelligence

Project Director, Digital Health Record

Senior Officer Grade A \$151,002, Canberra (PN: 49928)

Gazetted: 10 December 2020

Closing Date: 28 December 2020

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

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

Overview of the Work Area and Position

The Finance and Business Intelligence Division is responsible for developing and maintaining budgets, financial management, ICT, procurement and supply, and providing strong operational finance and performance reporting analysis across the health service.

Reporting to the Chief Information Officer, and in conjunction with the CHS ICT Committee and the ACT Health Directorate Digital Health Record (DHR) project team, the Project Director will lead and manage the implementation of the DHR program for CHS. The incumbent will be responsible for managing the activities, risks, reporting, escalation and approvals required and ensuring completion of the project deliverables within the project timeframes.

Eligibility/Other Requirements:

Highly desirable:

Tertiary level business or systems qualification.

Qualifications in Project Management/PMP Certification or similar.

Track record in successful IT project delivery across multi-site, culturally diverse operations.

Desirable:

An established track record in the implementation, use and optimisation of large and complex clinical information systems.

Ability to engage stakeholders in a change management process within a clinical setting.

A relevant tertiary qualification in health service management, or a related discipline.

Prior to commencement successful candidates will be required to:

undergo a pre-employment National Police Check.

Notes

This is a temporary position available for a period of 24 months with the possibility of extension.

Contact Officer: Andrew Gay (02) 5124 9651 Andrew.Gray@act.gov.au

Division of Medicine

Emergency Department

Personal Assistant to Clinical Director - Emergency Department

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 29075)

Gazetted: 10 December 2020

Closing Date: 24 December 2020

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Six community health centres: providing a range of general and specialist health.

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

Overview of the work area and position

The Canberra Hospital Emergency Department is a highly dynamic and skilled multidisciplinary team and aims for excellence in patient care.

The Personal Assistant (PA) to the Clinical Director is responsible for the day to day office management of the Clinical Director and the Deputy Clinical Directors; including diary management, reception duties, meeting support including minute taking and Information Technology (IT) assistance as required.

The PA to the Clinical Director works closely with the other administrative team members within the Emergency Department (ED) Administration office space. As a team, the group support the senior medical and nursing teams of the Emergency Department in providing administrative support in relation to education, finances and Human Resource (HR) matters.

This position is based in the Emergency Department at Canberra Hospital and reports to the Operations Manager.

Eligibility/Other Requirements

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).

Notes

This is a temporary position available for a period of six months with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months.

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

Child Youth and Women Community Health Program

Women's Health Service

Health Professional Officer 3

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 24119)

Gazetted: 10 December 2020

Closing Date: 4 January 2021

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

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

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

Overview of the Work Area and Position

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

The ACT Women's Health Service (WHS) provides interprofessional and holistic nursing, medical and counselling services to vulnerable women who experience significant barriers to accessing health care due to, for example, the impact of violence, financial hardship, language or cultural differences, disability, sexuality, gender identity, mental health or substance use. The service seeks to provide trauma informed care to women accessing the service.

In this role you will work collaboratively within the interprofessional team and with other relevant services, to promote a holistic response to addressing the needs of women to improve health and wellbeing outcomes. At this level it is expected that you will provide, under limited supervision, a high level of skilled intake, clinical assessment and therapeutic intervention to women across a range of clinical areas, including individual and group work.

The person we are seeking will have a commitment to working within an inter-professional environment and an understanding of delivering services to women from a feminist perspective.

Eligibility/Other Requirements:

"This position is a protected position and is being advertised to women only as the Health Directorate, consistent with section 34(2)(i) of the Discrimination Act 1991, considers that it is a genuine occupational qualification for a woman to be employed in this position to most effectively provide the counselling service."

For Social Work:

Degree in Social Work.

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

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

Desirable

Minimum of three years (ideal five years) post-qualification experience

For Psychology:

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

Applicants must have a minimum of three years post-qualification experience

Desirable

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

Minimum of three years (ideal five years) post-qualification experience

For Counselling:

Eligible qualification pathways:

Pathway 1

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

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

AND

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

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

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

OR

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

Minimum of three years (ideal five years) post-qualification experience

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

Notes:

This is a temporary, part time position available immediately until 14th May 2021 with the possibility of permanency at 28.24 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Andreea Ardeleanu (02) 5124 1787 Andreea.Ardeleanu@act.gov.au

Centenary Hospital of Women and Children

Clinical Support and Projects

Palliative Care Clinical Educator

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 49502)

Gazetted: 11 December 2020

Closing Date: 29 December 2020

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

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

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

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

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

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

Overview of the work area and position:

The Centenary Hospital for Women and Children provides holistic, evidence-based quality health care and advocacy for all children and adolescents in the ACT and surrounding areas. The service is child and family centred to ensure the successful delivery of health care.

The Australian Capital Territory (ACT) Paediatric Palliative Care Service (PPCS) is based at the Centenary Hospital for Women and Children and provides consultancy services directly to patients, primary care teams and communities of care within the patient's local community, across the Australian Capital Territory and children living in regional Southern New South Wales. Paediatric palliative care is provided across antenatal, neonatal, paediatric and late adolescence.

The purpose of the PPCS is to provide holistic care and support to all patients with life limiting conditions and their families. This is achieved through the provision of competent and compassionate care in an appropriate setting for all children engaged with our service.

The ACT PPCS service will participate in a Paediatric Palliative Care National Education and Quality Improvement Project from July 2020 to July 2023. The project aim is to achieve service quality improvement through education in acute and community health settings. Education leads will be established in each participating jurisdiction throughout Australia. Queensland is the project lead and will also participate in the project activities along with the other states and territories. The Nursing educator role will be responsible for collaborating with other paediatric palliative care educators (i.e. nursing, medical and allied health) within the Queensland project team and with counterparts in other states participating in the project. Locally, collaboration with stakeholders from the Centenary Hospital for Women and Children, The Canberra Hospital Palliative Care team, Clare Holland House Hospice, Sydney Children's Hospital Network will be integral to the role.

The Nurse Educator is a Registered Nurse who is accountable at an advanced practice level for the design, implementation and assessment of nursing education programs incorporating adult learning principles, managing educational resources and providing paediatric nursing expertise related to educational issues within the Paediatric Palliative Care National Education and Quality Improvement Collaborative Project (PPCN EQIC). The Nurse Educator leads and supports a culture of development and enquiry which actively encourages and facilitates clinical, professional and organisational learning within a Supported Practice Framework.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post-graduate qualifications in education or a relevant area.

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This is a temporary position available for three years, it is part time at 8 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Catherine Campbell (02) 6142 6201 CatherineM.campbell@act.gov.au

Division of Allied Health

Allied Health Senior Project Officer

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 44390)

Gazetted: 14 December 2020

Closing Date: 28 December 2020

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Overview of the work area and position

This position is based in the Office of the Executive Director Allied Health (EDAH), CHS at the Canberra Hospital, and reports directly to the Executive Director of Allied Health. The Office of the Executive Director Allied Health provides professional and strategic leadership, for Allied Health professions within CHS and for collaborating, providing advice and advocacy to the ACT Government regarding Allied Health related matters. The EDAH Office is responsible for assisting in the delivery of workforce reforms, and for strengthening and developing CHS wide Allied Health services through innovative models of care and service delivery and representing the territory on relevant national forums.

The primary responsibilities of this position will be providing advice and support to the Office of the Executive Director of Allied Health (EDAH) on all matters related to the CHS allied health professional workforce and service delivery.

The position will provide an opportunity for the successful applicant to undertake project work, author and review policies and procedures and provide high level secretariat and other support to the EDAH.

Eligibility/Other Requirements

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
Tertiary qualifications in a CHS recognised Allied Health discipline

Desirable:

Working knowledge of the CHS healthcare system, including knowledge about the allied health workforce.
Experience in project management, clinical service reform and policy development.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Notes

This is a temporary position available for a period of six months until June 2021 with the possibility of extension.

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

Chief Executive Officer

Allied Health

Social Worker - After Hours Team

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: C10908, several)

Gazetted: 11 December 2020

Closing Date: 28 December 2020

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Six community health centres: providing a range of general and specialist health.

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

Overview of the work area and position

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

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

Rehabilitation Aged and Community Services team (RACS) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients.

This includes health care and support for people with acute, post acute and long-term illnesses.

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

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

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

The After Hours Crisis team provides social work services across inpatient areas at the Canberra Hospital, including the Emergency Dept, ICU, maternity, paediatrics and medical and surgical wards, outside business hours; Mon-Fri 4.30pm-9.30pm and Sat-Sun & public holidays 8.30am, 9.30pm. Members of this team are highly skilled and respond to urgent referrals such as family violence, child safety concerns, trauma, sudden death and acute family/carer distress and conflict.

Successful applicants will need to demonstrate extensive social work experience, skills and knowledge relating to crisis intervention, trauma, risk, family and other violence and previous experience in hospital, mental health and/or child protection. After Hours Crisis Workers are sole social workers for the hospital. They demonstrate:

Ability to work independently and confidently

Prioritise urgent referrals

Exercise independent professional judgement

Problem solve innovatively particularly in crisis situations

The ability to communicate with a wide range of people and at times of high stress

Vast knowledge of supports and services across the ACT and surrounds

Actively participate in team meetings, complete clinical and administrative data collection and case records to a consistent high standard.

Practice in accordance with the professional body's code of conduct, practice standards and organisational guidelines and legislative requirements.

Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of high-quality person and family centred, safe and high-quality patient care.

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:

Current driver's licence (mandatory for community positions).

Previous hospital or health experience.

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).

Notes

There are several casual positions available. These positions may be required to participate in overtime, on call, and/or rotation roster. The applicant will need to work outside normal business hours and participate in a rotating roster. Workers will be asked to work 7.21 or 5.5 hour shifts and predictable roster patterns are available.

Consultation with an on-call senior Social Worker is available and clinical supervision is provided.

This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on written application and referee reports only.

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

Surgery

Surgical Administration

Personal Assistant to Clinical Director, Intensive Care Unit

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 22047)

Gazetted: 14 December 2020

Closing Date: 28 December 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.

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

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

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

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

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

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

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

Overview of the work area and position:

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

The Personal Assistant to the Clinical Director and Deputy Directors is responsible for supporting the strategic and operations Intensive Care Unit (ICU) leadership team.

The position reports to the Operations Manager, Division of Critical Care and Clinical Director, Intensive Care Unit. Under broad direction, you will play a role in providing day-to-day support to the Clinical Director and Deputy Directors of the ICU. Duties will include but not limited to Diary Management, human resource management, fiscal matters, data collection, secretariat support, maintenance requests, order of supplies and other duties that are appropriate to this level of classification which support the day-to-day management of the ICU leadership team.

Eligibility/Other Requirements:

Desirable:

Knowledge of ACT Patient Administration System (ACTPAS), Metavision and MYSHIFT is desirable but not essential.

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 permanency.

Contact Officer: Melanie Applebee (02) 5124 3207 melanie.applebee@act.gov.au

Division of Medicine

Ward 9A

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22150)

Gazetted: 14 December 2020

Closing Date: 28 December 2020

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

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

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

Overview of the Work Area and Position

The Clinical Nurse Consultant of Ward 9A has overall responsibility for the financial management and clinical leadership of the ward nursing staff ensuring clinical services meet the standards and needs required by the patients, staff and ACT Health. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Holds or is working towards a tertiary management and/or nursing qualification

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

Contact Officer: Brett Jones (02) 5124 5161 brett.jones@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Clinical Lead Alcohol and Other Drugs, Justice Health Services

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 37269)

Gazetted: 14 December 2020

Closing Date: 28 December 2020

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

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

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

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

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

Overview of the work area and position:

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

At this level you will provide leadership and be responsible for the day to day clinical leadership of the Justice Health Services AOD Team. This includes coordinating access to AOD services in the Hume Health Centre and Bimberi Youth Justice Centre clinic; providing clinical leadership to the Justice Health Services AOD nursing team and providing care coordination to patients accessing AOD services in custody including monitoring and maintaining access to Opioid Maintenance Therapies.

The Clinical Lead AOD Nurse plays a pivotal role in the implementation and delivery of best practice treatment for consumers with complex needs in relation to the physical and psychological treatments required for alcohol and other drug co-morbidities within a custodial environment.

This position works collaboratively with all staff including ACT Correctives Services, Bimberi Youth Justice Centre and the Drug and Alcohol Court to ensure optimum service delivery and best evidence practice. The role will be responsible for quality initiatives, data collection and analysis and procedure development.

The Clinical Lead AOD Nurse will work within the Custodial Health senior nursing leadership team to drive change and promote a high-quality service to patients. You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

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

Highly Desirable:

Previous experience in custodial health

Previous experience working with clients with substance abuse issues

Holds or is working towards qualifications either at a certificate or postgraduate level in drug and alcohol nursing.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

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

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

Mental Health, Justice Health and Alcohol and Drug Services

Rehabilitation and Specialty Mental Health Services

Occupational Therapist/Psychologist/Social Worker

Health Professional Level 2 \$66,988 - \$91,962, Canberra (PN: 31464)

Gazetted: 10 December 2020

Closing Date: 17 December 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 a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

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

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

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

Six community health centres: providing a range of general and specialist health.

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

Overview of the work area and position

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

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

The AMHDS is located at the University of Canberra Hospital.

Eligibility/Other Requirements

For Occupational Therapy:

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

Be eligible for professional membership of Occupational Therapy Australia

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

For Psychology:

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

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

For Social Work:

Hold a degree in Social Work

Be eligible for membership of the Australian Association of Social Workers

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

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

Other Requirements:

Hold a current driver's licence.

Highly Desirable:

Previous experience working with adults with mental health issues within a rehabilitative framework.

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).

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

People and Culture

Business Partnerships

HR Business Partner

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 45283, expected vacancy)

Gazetted: 14 December 2020

Closing Date: 30 December 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

Business Partners work closely with their allocated executive and management teams to deliver integrated HR and people development strategies, to assist the Canberra Health Services in achieving an engaged and high performing workforce.

Working as a member of the People and Culture team, the HR Business Partner will provide business focused strategic HR advice to line managers and Executives within the Canberra Health Services. This position is responsible for building capacity within leadership teams, supporting Executive Directors, managers and clinical leaders to develop, implement and lead HR Strategies, and interpreting CHS strategic plans to the local level. This position plays a critical role brokering HR services from the 'Centres of Expertise', to provide an integrated and client focused approach, managing client relationships on behalf of the Division. Critical to the success of the Business Partnership team is the ability to balance the need for consistency, and the importance of local, responsive and flexible approaches to HR services, advocating for and on behalf of the client, while representing the interests of the People and Culture Division.

Eligibility/Other Requirements:

Desirable:

Degree qualification in related field or equivalent 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 11 months with the possibility of permanency. This position attracts a competitive remuneration which includes access to the full Public Benevolent Institution FBT concessions.

Contact Officer: Jim Tosh 0434 845 669 jim.tosh@act.gov.au

Infrastructure Health and Support Services

Food and Sterilising Services

Health Services Officer 3-7

Health Service Officer Level 3/Health Services Level 7 \$53,168 - \$68,733, Canberra (PN: HSO2020)

Gazetted: 16 December 2020

Closing Date: 4 January 2021

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

Overview of the Work Area and Position

This role is for Food Services Area.

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

The 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:

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:

Desirable:

Food Industry recognized qualification,

Current driver's licence.

Minimum of two years' experience in a Hospital/Food Industry environment.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check,

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

Notes:

These are casual on call position.

Contact Officer: Ric Della-Torre (02) 6207 9194 Ric.Della-Torre@act.gov.au

Clinical Services

Mental Health, Justice Health & Alcohol and Drug Services

Child and Adolescent Mental Health Services

Health Professional Level 4

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 27585)

Gazetted: 15 December 2020

Closing Date: 4 January 2021

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

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

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

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

Overview of the work area and position:

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

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

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Adult Rehabilitation and Speciality Mental Health Services

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 young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first on set psychosis.

The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1, HP2 HP3, RN's and allied health assistants.

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

Eligibility/Other Requirements:

For Occupational Therapy:

Mandatory

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

HP4: Applicants must have a minimum of five years post-qualification experience.

For Psychology:

Mandatory

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

HP4: Applicants must have a minimum of five years post-qualification experience.

Highly Desirable:

HP3: Approved or eligible for approval as a Psychology Board of Australia Supervisor.

For Clinical Psychology:

Mandatory

Hold general registration with the Psychology Board of Australia under AHPRA.

Hold an area of practice endorsement in Clinical Psychology

HP4: Applicants must have a minimum of five years post-qualification experience.

Highly Desirable:

HP3: Approved or eligible for approval as a Psychology Board of Australia Supervisor.

For Social Work:

Mandatory

Degree in Social Work

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

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.

HP4: Applicants must have a minimum of 5 years post-qualification experience.

ALL Allied Health Disciplines:

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police check.

Hold a current driver's licence

For HP2, HP3, and HP4 positions where psychologists can apply to:

Mental Health Psychologist Allowance: \$983 - \$14,240.

Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist Allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

Notes:

This is a temporary position available from 15 February 2021 until 11 February 2022 with the possibility of extension.

Contact Officer: Catherine Furner (02) 5124 1652 Catherine.Furner@act.gov.au

Medical Services

Imaging

Nuclear Medicine

Nuclear Medicine Technologist

Medical Imaging Level 2 \$67,892 - \$93,203, Canberra (PN: 28509)

Gazetted: 15 December 2020

Closing Date: 21 December 2020

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

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

Overview of the Work Area and Position

The Nuclear Medicine department has three gamma cameras (a Siemens Intevo Bold 16 slice xSPECT/CT, a GE Hawkeye SPECT/CT and a Siemens single head eCam). The department also provides a Bone Mineral Density service and operates a comprehensive PET/CT facility which incorporates three uptake rooms and an automatic injection system. The successful applicant will be required to work across all three areas of the department.

Work in the department is both challenging and rewarding, with a comprehensive range of diagnostic and therapeutic Nuclear Medicine procedures being offered. While this currently includes paediatric, oncology and cardiac studies, the department is looking to expand the services we offer including diagnostic CT with/without contrast, novel PET studies and associated Theranostic services.

This position will suit an enthusiastic Nuclear Medicine Technologist with experience in developing and promoting standards in a professional team. The successful applicant will be required to work across all areas of the Nuclear Medicine and PET section, with potential to perform diagnostic CT scans across the wider medical imaging department from time to time.

Eligibility/Other Requirements:

Mandatory

Bachelor of Applied Science in Medical Radiation Science (Nuclear Medicine) or equivalent.

Be registered or be eligible for registration with the Medical Radiation Practice Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

Post graduate experience as a Nuclear Medicine Scientist including BMD and PET experience.

Experience performing diagnostic CT and eligible to obtain a diagnostic CT radiation licence.

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

Undergo a pre-employment National Police Check.

Possess an appropriate ACT Radiation Licence.

Comply with CHS credentialing requirements for allied health.

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

Notes

This is a temporary position available from 15 February 2021 until 15 May 2021 with the possibility of extension and/or permanency. As required, this position may involve performance of standalone diagnostic CT scanning across the Medical Imaging Department. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on written application and referee reports only.

Contact Officer: Ross Bevan (02) 5124 4332 Ross.Bevan@act.gov.au

Specialist 1-5 - Primary Health

Specialist Band 1 - 5 \$164,470 - \$202,960, Canberra (PN: 33939)

Gazetted: 15 December 2020

Closing Date: 22 December 2020

Details: About us: Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range of publicly funded health facilities, programs and services including but not limited to: • The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services. • University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. • Five Walk-in Centres: which provide free treatment for minor illness and injury. • Seven community health centres: providing a range of general and specialist health services to <http://www.canberrayourfuture.com.au/> Overview of the work area and position: The Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS) Division of Canberra Health Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. 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 several locations, including hospital inpatient and outpatient settings, community health centres, detention centres and other community settings including people's homes. Mental Health, Justice Health and Alcohol & Drug Services include the following programs: • Adult Acute Mental Health Services • Adult Community Mental Health Services • Rehabilitation

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. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$164,470 - \$202,960 Starting salary will be negotiated within this band for the successful candidate, depending on their experience and expertise. Reimbursement of relocation costs may be available if you are the successful candidate. Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>.

How to Apply

To complete your application, you must prepare responses to the Selection Criteria and upload this as part of your application along with a current curriculum vitae.

Contact Officer: Katerina Lagios (02) 5124 2543

Adult Community Mental Health Services

ACMHS Central Management

Adult Community Mental Health Service- Managers (HAART and ACOS)

Senior Professional Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50104, several)

Gazetted: 16 December 2020

Closing Date: 4 January 2021

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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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

MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people access to our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

MHJHADS 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

Justice Health Services

Rehabilitation and Specialty Mental Health Services

The Home Assessment and Acute Response Team (HAART) and Assertive Community Outreach Service (ACOS) are both multidisciplinary teams that are part of Adult Community Mental Health Services (ACMHS).

Relevant to these positions:

HAART team provides community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

ACOS provides assertive community outreach treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

The HAART and ACOS Managers provides operational leadership and oversees the daily operations of the team in line with service objectives, established procedures, and sound governance processes for service delivery decisions. The Managers manages human resources, finances, reporting, and quality and safety compliance. The Managers conducts clinical load review and staff allocation and is the escalation point for systemic problems and grievances. The Managers reports directly to the Senior Manager for the Access and Specialty Teams.

Both HAART and ACOS operate an extended hours service, operating seven days a week, but the Manager is only required to work Monday to Friday, 8:30 to 16:51.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications or equivalent in Nursing, Occupational Therapy, Psychology or Social Work

Current AHPRA registration (without conditions) where applicable and/or eligibility for membership of the appropriate professional organisation.

Be registered under the Working for Vulnerable People Act, if from non-registered professional group (i.e. Social Work).

Current driver's licence.

Desirable:

Previous management experience in mental health services

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

Contact Officer: Bruno Aloisi (02) 5124 1747 bruno.aloisi@act.gov.au

Medical Services

Cancer and Ambulatory Services

Specialist Level 1-5 - Haematology

Specialist Band 1 - 5 \$164,470 - \$202,960, Canberra (PN: 45591)

Gazetted: 15 December 2020

Closing Date: 23 December 2020

Overview of the work area and position:

The Health Directorate and Canberra Health Services is seeking to appoint a Specialist Haematologist(s) to the Haematology Department of the Canberra Region Cancer Service at the Canberra Hospital.

The successful applicant(s) will join a team of 7 other Clinical haematologists and 5 Advanced Trainees in Haematology all committed to excellence in the provision of a tertiary level, academic Haematology service. The successful applicant(s) will report to the Clinical Director, Haematology, Canberra Region Cancer Centre and Service.

The Clinical Haematology Department is a unit of the Canberra Region Cancer Service and provides care for people living in ACT and South East NSW. It incorporates an autologous bone marrow transplantation and apheresis unit and major Haemophilia treatment service and is also responsible for clinical outreach programs at Calvary Hospital ACT, Goulburn, Pambula and Moruya in NSW. There is a very active clinical trials unit within the department supported by 4.5 FTE clinical trials co-ordinators.

The successful applicant(s) would be strongly encouraged to participate in the research activities of the department, which include a strong clinical trials research unit maintained within the Clinical Haematology Unit. The appointee would be strongly encouraged to pursue an active research interest. Strong research links between the Haematology Dept and the ANU, John Curtin School of Medical Research have been developed and form an integral part of departmental activities with plans for further expansion with the construction of a research hub within the CRCC building on the Canberra Hospital campus in 2021. The successful applicant(s) would also be required to provide teaching for medical students of the ANU Medical School, as well as to post-graduate medical

trainees in Internal Medicine, Clinical and Laboratory Haematology and other educational activities at the Canberra Hospital.

The Haematology Department currently occupies very new facilities with the administration, offices and outpatient and ambulatory treatment facilities within the Canberra Region Cancer opened in 2015. There is a purpose built, state of the art dedicated Haematology inpatient ward consisting of 28 beds (14 A) opened in 2019.

Salary, Remuneration and Conditions:

Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Indicative total remuneration, inclusive of applicable allowances, and assuming 11% superannuation, \$313,557.

Eligibility/Other Requirements:

- Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA).
- Fellowship of the Royal Australasian College of Physicians. Fellowship of the Royal College of Pathologists of Australasia in conjunction with Fellowship of the Royal Australasian College of Physicians would be an advantage, or equivalent specialist qualifications.

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

- Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).
- Undergo a pre-employment Police check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

These positions are permanent part time at 8 hours per week. Due to insufficient time, there will be no requirement for on-call clinical duties or ward inpatient care for specialists with fractional appointments of 0.2 FTE or less.

How to Apply: For further information and to apply visit the Canberra Health Services [here](#).

Contact Officer: Dr. James D'Rozario, 02) 5124 8524

Cancer and Ambulatory Services

Cancer Allied Health

Social Worker

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 32058)

Gazetted: 16 December 2020

Closing Date: 11 January 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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

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

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

The Acute Support Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive

Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

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

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

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

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

Eligibility/Other Requirements:

Mandatory:

Degree in Social Work

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

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

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

Desirable:

Current driver's license

Previous experience in a health setting.

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

Note:

This is a temporary position available until 07 January 2022 with the possibility of extension and/or permanency.

Contact Officer: David Larkin (02) 5124 8540 David.Larkin@act.gov.au

Division of Medicine

Ward 6A

Clinical Care Coordinator

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 38048)

Gazetted: 16 December 2020

Closing Date: 4 January 2021

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

Our Values: Reliable, Progressive, Respectful and Kind

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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 and alcohol and drug services.

Overview of the Work Area and Position

(Ward 6A provides clinical support, education and care coordination for patients with Cardiology, Endocrinology, Respiratory and Rheumatology conditions. The position is responsible for the operational management and leadership of a multidisciplinary team. The Clinical Care Coordinator is responsible for providing ward based clinical leadership for the day to day activities in the ward environment. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Holds or is working towards a post graduate qualification relevant to nursing/management.

Prior to commencement successful candidates will be required to:

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

Notes:

This is a temporary position available immediately for an initial period of six months with the possibility of extension.

Contact Officer: Catherine Clift (02) 5124 4217 Catherine.Clift@act.gov.au

Clinical Services

Cancer and Ambulatory Services

Medicine

Registered Nurse, Hospital in the Home

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 44402, several)

Gazetted: 16 December 2020

Closing Date: 1 January 2021

Our Vision: Creating exceptional health care together.

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Our Values: Reliable, Progressive, Respectful and Kind.

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

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

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

Overview of the work area and position

Hospital in the Home (HITH) is an inpatient service of the Canberra Health Service and provides access to acute healthcare for patients generally in their own home. Operating hours of the service are 0730 to 2200, seven days a week. Patients admitted to HITH are classified as inpatients and would otherwise require treatment to be conducted in a hospital inpatient ward. Patients receive the same treatment that they would have received if in a hospital bed. The Registered nurse in this role will provide clinical care to patients, for example visiting patients in

the home, simple and complex dressings, measuring vital signs and documentation, intravenous antibiotics, clinical assessment and escalation of clinical concerns to the medical staff. The service requires driving to the patient's home to deliver the care. This role includes ward rounds to initiate and promote referrals to the HITH service.

Eligibility/Other Requirements:

Mandatory:

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

Holds current driver's licence.

Highly Desirable:

Venepuncture and IV cannulation

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Notes: These are temporary full-time positions available for six-month's with a possibility of extension. The hours of work are normal shift work pattern, morning and evening shift seven days a week and after orientation and training being on call may be a potential requirement. Part time hours will be considered.

Contact Officer: Louisa Andrews (02) 5124 3957 louisa.andrews@act.gov.au

Acute Allied Health Services

Acute Occupational Therapy

Occupational Therapist

Health Professional Level 1 \$63,671 - \$83,418, Canberra (PN: 20506, several)

Gazetted: 16 December 2020

Closing Date: 4 January 2021

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

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

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

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

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

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

Overview of the work area and position:

Occupational Therapy services work collaboratively with individuals, families, carers and service providers within and external to ACT Health.

The Acute Support Occupational Therapy team is responsible for the delivery of Occupational Therapy services to the acute areas of the Canberra Hospital and ensuring that individual patients' needs are met from the perspective of our profession while contributing to the safe and timely discharge of patients to their home environments in line with State and Federal requirements.

With supervision you will play a key role in providing day to day occupational therapy to a range of patients within a designated caseload area. Through your work you will also assist in meeting the caseload requirements of the broader Occupational Therapy Team.

Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity.

Working with us you will have peer support from an experienced team of clinicians and provided with direct clinical supervision from a designated senior Occupational Therapist at this level. To be considered for this position you will need to provide us with an introductory letter, the most recent copy of your CV (2 Pages) and written

responses to selection criteria (12 font, single spaced, half to 1 page per selection criteria). The results of this recruitment round may be used to fill any similar additional vacancies should they occur. This is a temporary position available for 6 months with the possibility of extension and may be filled from written application alone.

Eligibility/Other Requirements:

Mandatory:

Degree in Occupational Therapy

Registration with Occupational Therapy Board of Australia

Current Driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals

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

Note:

These are temporary positions available from 25 January 2021 until 30 June 2021. 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. The emphasis placed on each duty will vary according to the requirements of each position.

Contact Officer: Domenico Tripodi Domenico.Tripodi@act.gov.au (02) 5124 3282

Clinical Services

Medicine

Medicine Operational

Business Manager

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 45316)

Gazetted: 16 December 2020

Closing Date: 4 January 2021

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

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

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

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

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

Overview of the work area and position

Reporting to the Executive Director of Medicine the Business Manager/s will provide support to the Unit Directors in the delivery of all operational functions within their relevant specialties. This will include overseeing the administrative functions within the department, ensuring all key performance targets are met and standard Operating Procedures are adhered to. The Business Manager will be responsible for ensuring that the appropriate data is available, analysed and presented to support business decision making, forging the gap between financial and business management. The role will provide an increased focus on the delivery of streamlined, efficient services which are managed and benchmarked nationally. These roles will lead on the project management of new models of care and organisational change and on the development of services going forward.

Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management across ACT Health. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

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.

Note: This is a temporary position available for 12 months with the possibility of permanency. This position will oversee the Gastroenterology and Hepatology and Neurology Unit. This role may rotate around other services within the Division of Medicine.

Contact Officer: Jacqui Taylor (02) 5124 3603 jacqui.taylor@act.gov.au

Office of the Chief Operating Officer

Executive

Project Manager, Timely Care

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50169)

Gazetted: 14 December 2020

Closing Date: 28 December 2020

Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

Overview of the work area and position:

The Chief Operating Officer is seeking an experienced Project Manager to work within the Office of the Chief Operating Officer alongside Executive Directors, Senior Clinicians (Medical, Nursing and Allied Health) Patient Flow and the Business Manager to the Chief Operating Officer. The key priorities of the Project Manager are to progress strategic and operational projects aligned to the Chief Operating Officers portfolio.

A key project for the Project Manager is the Timely Care Project. The goal of Timely Care is to improve patient care delivery, access and flow by reducing demand or diversion, maximising capacity and improving patient flow and processes. It is a whole of hospital focus involving medical, nursing, allied health and operational service providers to develop innovative and creative solutions to refresh and re-focus system and processes.

As such the candidate will need to actively demonstrate expertise in significant change management programmes with all members of the multi-disciplinary team, an engaging and positive approach to working with clinicians, and a passion to deliver positive patient outcomes.

Eligibility/Other Requirements:

Highly Desirable:

Relevant Tertiary qualifications or equivalent experience in an associated discipline.

Previous demonstrated experience and expertise in managing projects, leading change or clinical/quality improvement initiatives.

Desirable:

Extensive knowledge and experience in best-practice and contemporary service redesign;

Detailed understanding of innovation and improvement methodologies in health service delivery;

Experience in the use of project management strategies to deliver on objectives.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for 11.5 months with possibility of permanency.

Contact Officer: Liza Marando (02) 5124 8688 liza.marando@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 Services

Health, Community and Science

Human Services

Clinical Facilitator

Teacher Level 1 (EDS CIT) \$77,492 - \$103,397, Canberra (PN: 39260, several)

Gazetted: 14 December 2020

Closing Date: 6 January 2021

Details: Canberra Institute of Technology (CIT) Human Services Department is seeking to employ a Clinical Placement Facilitator with a professional qualification in Nursing. This position will collaborate with industry on matters relevant to student clinical placements for the Diploma of Nursing program and ensure the regulatory requirements of Australia Skills Quality Authority (ASQA) and Australian Nursing and Midwifery Accreditation Council (ANMAC) are adhered to.

Duties will include developing and maintaining working relationships with industry and key stakeholders, assisting in the development and monitoring of MoUs between the CIT Nursing program and industry partners, participating in course information sessions, student entry into the program and enrolments, participating in the development and finalisation of clinical placement workbooks and supporting all CIT nursing students in the clinical environment and be the conduit between the industry and CIT for information sharing and collectively problem solve student issues that may arise on clinical placements.

You will have the ability to work collaboratively, to engage with employers and students as part of ensuring a quality learning experience, as well as a thorough knowledge of the national trends and 'best practice' developments in the Vocational Education and Training (VET) sector. 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.

Working at CIT: With an impressive 90 year history, Canberra Institute of Technology (CIT) is an exciting place to work. As the largest VET provider in Canberra, we are committed to recruiting, developing and retaining the best people possible at all levels. The benefits of working at CIT include:

Access to professional development funds and dedicated time each year to help grow your education abilities and build your professional currency

Access to facilities to support your health and wellbeing, including CIT Fit and Well gym at Bruce Campus, as well as a strong Employee Assistance Program

Family friendly leave including paid shutdown time over Christmas

Flexible work options

Free parking

Eligibility/Other Requirements:

Mandatory Qualifications and/or Registrations/Licensing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, sub-Clause 40.

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent);

where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set); and

complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

A current registration with AHPRA and a professional qualification relevant to Nursing.

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

Desirable:

Well attested management/organisational skills would be an advantage.

Current drivers' licence.

Previous experience working with Enrolled Nurses and/or an understanding of EN scope of practice.

Note: This is a temporary position available immediately for two years with the possibility of extension up to but not exceeding five years in total. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are required to address the Selection Criteria (maximum four pages) and provide a current curriculum vitae along with the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Linda Willington (02) 6207 0972 linda.willington@cit.edu.au

Education and Training Services

Technology and Design

Creative and Design Industries

Client Services Officer

Administrative Services Officer Class 2/3 \$58,230 - \$71,004, Canberra (PN: 54822)

Gazetted: 11 December 2020

Closing Date: 18 December 2020

Details: Canberra Institute of Technology (CIT) Creative and Design Industries is seeking a highly organised and motivated person with the required skills to support Head of Department and as the first point of contact for students support in the day to day administrative operations of the department.

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

Eligibility/Other Requirements:

Experience in BANNER, TRIM, CRM and Office 365 is highly desirable.

Desirable:

Certificate II in Business

Certificate III in Business Administration or equivalent

Certificate III in Information and Cultural Services or equivalent

Current driver's licence

Note: This position will be filled at either the ASO2 or ASO3 level, dependant on the skills and experience of the successful applicant.

How to Apply: Please provide a written response to the Selection Criteria and provide a current copy of your curriculum vitae.

Applications should be submitted via the Apply Now button.

Contact Officer: Julianne Abbot (02) 6207 3717 julianne.abbot@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

**Executive Branch Manager, Corporate Management
Temporary Vacancy (ASAP to 16 April 2021)
Chief Minister, Treasury and Economic Development Directorate
Corporate
Position: E561**

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 10 December 2020

Expressions of interest (EOI) are sought for the position of Executive Branch Manager Corporate Management, Chief Minister, Treasury and Economic Development for ASAP to 16 April 2021.

The Corporate Management Branch provides support to the Directorate in relation to governance framework, corporate policies, compliance and performance reporting, freedom of information coordination, open access, records management, information privacy, risk and fraud management, internal audit, business continuity and emergency management, Ministerial, Executive and Government business tracking, coordination and reporting, facilities and fleet management, security matters, and environmental sustainability. The Branch also provides executive and business support to the ACT Executive (nine Ministers, their staff and offices).

To apply: Interested candidates should submit a two page Expression of Interest and current curriculum vitae (including the contact details of two referees) to Kirsten Thompson via email to kirsten.thompson@act.gov.au by COB Monday 14 December 2020.

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

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

Contact Officer: Kirsten Thompson (02) 6207 8207 kirsten.thompson@act.gov.au

**Coordinator-General, Climate Action
Temporary Vacancy (ASAP to 31 March 2021 with the possibility of extension)
Chief Minister, Treasury and Economic Development Directorate
Position: E1171**

(Remuneration equivalent to Executive Level 3.1)

Circulated to: ACTPS Band 2 Executive

Date circulated 14 December 2020

Attention Band 2 Executives, an exciting opportunity exists for an experienced Band 2 executive to provide whole of government leadership of the development and implementation of government initiatives to adapt and be resilient to climate change at the Executive Level 3.1 from ASAP until 31 March 2021 (with the possibility of extension).

Policy and Cabinet is looking for an individual who can work across directorates and with business and the community to support the delivery of the Government's program of commitments to achieve zero-net emissions for the ACT, adapt to climate change, and create a climate resilient city. The Coordinator-General role will:

- ensure action taken across Government to deliver the ACT's ambitious agenda on climate change is coordinated and integrated,
- support the Minister for Climate Action with delivering their portfolio responsibilities,
- support the Cabinet Subcommittee on Climate Action,
- support the Chief Minister in National Cabinet and other intergovernmental forums,
- deliver those climate action initiatives that are the responsibility of CMTEDD, and
- identify ways to increase the ACT community's resilience and adapt to climate change.

To apply: Interested candidates should submit a two page expression of interest and current curriculum vitae (including the contact details of two referees) to Damian West via email to Damian.West@act.gov.au by noon Wednesday 16 December 2020.

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

Remuneration: The position attracts a remuneration package ranging from \$348,548 - \$362,672 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$282,476.

Contact Officer: Damian West Phone: 6207 5397 or email to Damian.West@act.gov.au.

Economic Development

Skills Canberra

Skills Programs Operations and Support

Assistant Director VET Program Operations

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 34459)

Gazetted: 14 December 2020

Closing Date: 21 December 2020

Details: Skills Canberra is the branch of the ACT Government responsible for the policy and programs relating to vocational education and training (VET), adult community education (ACE) and skilled migration in the ACT. Our purpose is to enable skills and workforce development to enhance Canberra's economic and social wellbeing. Our vision is a skilled Canberra for today and tomorrow.

As part of the Economic Development Division, our actions facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city.

Our operating environment is dynamic and so we are aware, focussed, and flexible. We also like to have some fun along the way. Above all, we are enthusiastic about supporting people and organisations in the Canberra region through relevant and effective policy and programs.

We are looking for the right person to lead and manage a team responsible for ensuring the effective administration of VET programs. The team administers VET services and programs by engaging with stakeholders, particularly through administering training contracts, funding agreements and payments.

The position description contains further details of the role, and of the type of person we are after to fill it. Please note that the person who fills this position will sometimes prepare and deliver face-to-face presentations to small and large groups, so will need to be comfortable with public speaking.

This is a great time to join a branch which actively supports Canberrans, and assists the ACT's economic sustainability and recovery.

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

Eligibility/Other requirements:

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

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

Notes: 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. 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:

your curriculum vitae,

a maximum three-page response to the 'Professional/Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the Position Description, and

the names and contact details of at least two referees who can attest to your work performance, ability and attitude (one of whom is to be a current or very recent supervisor).

Prospective applicants are encouraged to discuss the position with the contact officer before applying. The contact officers for this position will be on leave at various times during December 2020 and January 2021. To ensure that enquiries are addressed as quickly as possible, potential applicants should address enquiries to both of the following contact officers:

Skye Turner - Skye.Turner@act.gov.au or (02) 6205 7047

Andrew Wyman - Andrew.Wyman@act.gov.au or (02) 6205 0081

Applications should be submitted via the Apply Now button below.

Contact Officer: Skye Turner (02) 6205 7047 Skye.Turner@act.gov.au

Shared Services

Partnership Services

Commercial Services

Digital Records Team Leader

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 14358)

Gazetted: 10 December 2020

Closing Date: 24 December 2020

Details: The Digital Records Support team is looking for a highly motivated and enthusiastic person to join our dynamic team. Suitable applicants will be highly skilled in the administration of EDRMS systems including Content Manager and Objective with the ability to deliver fast paced project work and support for ACT government Directorates.

As a member of this team which provides high level system administration, business as usual and project support to the ACT Government's EDRMS, you will assist the team in the provision of support to the ICT change management processes and technical resourcing requirements involved in system upgrades and assist the team to provide strategic direction for the growth and development of these systems.

Duties will include but are not limited to, the auditing and QA of the systems, technical building of global functions, user education and training, minute recording of meetings and supporting the assistant director as required.

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

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

How to Apply: Applicants are invited to submit their pitch of no more than three pages, addressing the capabilities to perform the duties and responsibilities of the position as well as current curriculum vitae and two referee contacts.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catriona Towner (02) 6205 7252 catriona.towner@act.gov.au

Access Canberra

Engagement, Compliance and COVID-19 Response

Communications and Community Education

Digital Content and Education Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50115)

Gazetted: 10 December 2020

Closing Date: 28 December 2020

Details: Are you a creative digital content officer who loves what you do and want to share your skills even wider – including to support businesses across Canberra? Then this is the job for you!

This exciting new position has been created to enhance the way in which Access Canberra supports the information and education it provides to regulated businesses and industries.

In addition, you'll develop, implement, and create effective and fun corporate communications strategies and content, to support the busy and dynamic organisation.

We are looking for someone with a relentless drive to provide clear information to our community and to business – in the way they want to receive it, a knack for working collaboratively stakeholders and the ability to think creatively and push the boundaries in how information is presented to achieve cut-through and effect behaviour change.

Sound like you? Apply now and you could be joining a great, supportive and enthusiastic team and have the opportunity to work in a diverse, challenging and dynamic organisation where each day you will have the opportunity to do something different.

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

How to Apply: Applicants are asked to please submit a maximum two-page pitch addressing the Skills, Knowledge and Behaviours listed in the Selection Criteria and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachael Short (02) 5124 6022 Rachael.Short@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

Utilities Technical Regulation

Regulatory Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 05501, several expected vacancies)

Gazetted: 11 December 2020

Closing Date: 1 January 2021

Details: Are you interested in energy or water? Do you want to work on big batteries, solar generation, energy regulation and stormwater harvesting and lots of other interesting projects?

Do you want to learn how to brief statutory officers, develop complex submissions and learn transferable skills from skilled regulatory and engineering officers?

If you can write well, and like working with lots of people inside and outside of government to provide accurate advice to statutory office holders and Government, and want to do lots of different things, please apply. Further information on Utilities Technical Regulation is available at this [link](#).

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

How to Apply: Please send your curriculum vitae, information regarding your two references and a two-page Expression of Interest in the form of a pitch outlining why you're the best person for the job, referencing the requirements under the attached Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Grice (02) 6205 3078 Simon.Grice@act.gov.au

Access Canberra

Licencing and Registrations

Business Support and Training

Business Support and Training Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 12978)

Gazetted: 14 December 2020

Closing Date: 28 December 2020

Details: Would you enjoy supporting front line staff to provide the highest level of service to the Canberra community? Do you thrive on working in a busy, high pressure environment and enjoy juggling priorities?

The Business Support and Training team provides operational support to Access Canberra teams and external users of the rego.act business system.

The team is also responsible for providing:

business system training;

updates to Road Transport specific policy and procedures;

guidance and advice on Road Transport Authority (RTA) legislation;

updates to the Access Canberra website for Road Transport related transactions;

communicating changes to all rego.act stakeholders; and

contributing to rego.act enhancements

We are looking for a hardworking, enthusiastic and motivated person to fill the role of Business Support and Training Officer. The role is assigned to a rotating roster of 8am – 6pm Monday – Friday and involves providing advice on RTA legislation, investigating and providing solutions to rectify system issues.

If you're a go getter who is confident taking and making phone calls to a range of stakeholders whilst managing competing priorities, then this is the role for you!

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

Notes: This is a temporary position available for an initial period of three months with the possibility of extension and/or permanency. This position is based in buildings where activity-based working (ABW) is established. Under ABW arrangements, officers will not have a designated workstation/desk. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: If you are interested, please submit your curriculum vitae and pitch of no more than two pages outlining how your skills, knowledge and behaviour allow you to perform the duties as described.

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Forshaw (02) 6205 0345 Richard.Forshaw@act.gov.au

Economic Development

Skills Canberra

Skills Programs Operations and Support

Assistant Director, VET Compliance and Performance

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 27806)

Gazetted: 14 December 2020

Closing Date: 21 December 2020

Details: Skills Canberra is the branch of the ACT Government responsible for the policy and programs relating to vocational education and training (VET), adult community education (ACE) and skilled migration in the ACT. Our purpose is to enable skills and workforce development to enhance Canberra's economic and social wellbeing. Our vision is a skilled Canberra for today and tomorrow.

As part of the Economic Development Division, our actions facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city.

Our operating environment is dynamic and so we are aware, focussed, and flexible. We also like to have some fun along the way. Above all, we are enthusiastic about supporting people and organisations in the Canberra region through relevant and effective policy and programs.

We are looking for the right person to manage the ongoing monitoring and reporting of VET service delivery organisation compliance and performance. Among other responsibilities, this role includes:

Processing requests from registered training organisations (RTO) to offer ACT Government subsidised training.

Monitoring RTO performance against the terms of their ACT funding agreement, including compliance with the ACT Quality Framework.

Conducting compliance audits of RTO.

Communicating with Australian Government agencies about the quality of RTO in the ACT.

Registering and regulating Group Training Organisations which operate in the ACT.

Representing the ACT at appropriate fora.

The position description contains further details of the role, and of the type of person we are after to fill it. Please note that the person who fills this position will sometimes prepare and deliver face-to-face presentations to small and large groups, so will need to be comfortable with public speaking.

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.

Notes: 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 2021. Under ABW arrangements, officers will not have a designated workstation/desk. Current and former ADF members are encouraged to apply. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide:

your curriculum vitae;

a maximum three-page response to the 'Professional / Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the position description; and

the names and contact details of at least two referees who can attest to your work performance, ability and attitude (one of whom is to be a current or very recent supervisor).

Prospective applicants are encouraged to discuss the position with the contact officer before applying. The contact officers for this position will be on leave at various times during December 2020 and January 2021. To ensure that

enquiries are addressed as quickly as possible, potential applicants should address enquiries to both of the following contact officers:

Skye Turner - Skye.Turner@act.gov.au or (02) 6205 7047

Andrew Wyman - Andrew.Wyman@act.gov.au or (02) 6205 0081

This is a great time to join a branch which engages with and supports a sector that is critical to the quality of life and employment of many Canberrans, and to economic sustainability and recovery.

Applications should be submitted via the Apply Now button below.

Contact Officer: Skye Turner (02) 6205 7047 Skye.Turner@act.gov.au

Access Canberra

Engagement Compliance and COVID19 Response

COVID 19 Compliance

Data Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50145)

Gazetted: 11 December 2020

Closing Date: 18 December 2020

Details: Are you a whiz at puzzles? Do you get a sense of accomplishment from complex projects?

Access Canberra's Engagement, Compliance and COVID-19 Response branch is looking for a talented individual to assist with data capture, analysis and reporting. The role will be responsible for assisting in creating field ready data capture systems through the use of Esri GIS systems and reporting on the field works of Access Canberra's COVID compliance inspectors. The role will require an agile, timely and detailed oriented applicant who will require a level of flexibility to adapt to the ongoing changes of the COVID-19 pandemic.

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:

Basic experience in the use of formulas or coding is preferred.

Experience using ESRI ArcGIS software would be an advantage.

Full driver's licence is essential.

This position does not require a pre-employment medical

This position does not require a Working with Vulnerable People Check.

Note: This is a temporary position available for up to six months with possibility of extension up to less than 12 months. Selection may be based on application and referee reports only.

How to Apply: Send through a copy of your curriculum vitae including contact details of two referees and a 'pitch' of no more than one page outlining why you are interested in the opportunity and how your skills and experiences will be of benefit to the team and the COVID-19 response.

Applications should be submitted via the Apply Now button below.

Contact Officer: Drazen Persic (02) 6207 6990 Drazen.Persic@act.gov.au

Workforce Capability and Governance

Workforce Strategy and Capability

Flexible Work Arrangements

Director, Project Management

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50103)

Gazetted: 10 December 2020

Closing Date: 24 December 2020

Details: The Director, Project Management will work in collaboration with the Flexible Work Arrangements team to deliver key projects relating to the transition of ACTPS Staff to new office accommodation in 2021.

The primary responsibilities for this position are to:

In collaboration with the Flexible Work Arrangements team, deliver an array of initiatives to support workforce transformation and the adoption of new ways of working.

Lead the delivery of key projects relating to the adoption of new ways of working, including the development and implementation of engagement and consultation frameworks, and the creation and maintenance of key project management artefacts.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Nolan (02) 6205 5379 PeterD.Nolan@act.gov.au

Shared Services ICT

Strategic Business

Portfolio Governance and Support Services

ICT Contracts Coordinator

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 41538)

Gazetted: 14 December 2020

Closing Date: 22 December 2020

Details: The ICT Contracts Coordinator role is part of a multi-disciplinary team within Strategic Business, Portfolio Governance and Support Services.

The purpose of the role is to provide quality delivery of a range of contract management activities. This role will be instrumental in implementing and maintaining contracts to ensure the consistent delivery of contracted ICT services to the ACT Government.

You will administer new and existing ICT contracts, while improving service delivery and ICT contract management processes.

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 until 30 June 2021 with the possibility of permanency.

How to Apply: Applicants are required to submit a personal pitch (no more than two pages) outlining their experience and/or abilities against the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Walters (02) 6207 5182 Michelle.Walters@act.gov.au

Corporate

People and Capability

Safety and Wellbeing

WHS Coordinator

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 27780)

Gazetted: 15 December 2020

Closing Date: 20 December 2020

Details: The Corporate People and Capability Branch are seeking expressions of interest for the temporary employment of a Work Health and Safety Coordinator. If you have a keen interest in work health and safety and would like to expand your skillset, then please apply.

Applicants will be adaptable and organised with the ability to work to competing deadlines in a busy, small team environment. You will have well developed communication skills and the ability to collaborate and liaise with a wide range of people.

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

Eligibility/Other requirements:

A Certificate IV in Workplace Health and Safety or equivalent experience is highly desirable.

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

How to Apply: Applicants are asked to provide a pitch of no more than two pages outlining your qualifications and experience against the Selection Criteria. Please provide a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Raphaela Higginbotham (02) 6205 0290 Raphaela.Higginbotham@act.gov.au

Shared Services

Shared Services ICT Technology Services

Networks, Communications Services and ICT Facilities

Director, Network Services

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 26728)

Gazetted: 15 December 2020

Closing Date: 22 December 2020

Details: The role of Director, Network Services assists the Senior Director Networks, Communication Services and ICT Facilities in leading a large team of network and data connectivity experts who manage and support the ACT Government's data networks. The position oversees the Network Operations and Network Engineering teams to develop solutions for customers, in collaboration with other Shared Services teams.

The position has a focus on staff management across a team of approximately 20 team members. It has oversight of the network operations and engineering business as usual and project work. Further, the position will require a commitment to continuous improvement of service delivery capability by providing professional, enterprise network solutions that underpin customers current and future business needs.

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

How to Apply: Please submit a two page pitch outlining what you would bring to this role aligned to the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jake Radloff (02) 6207 2341 Jake.Radloff@act.gov.au

Access Canberra

Fair Trading and Regulatory Compliance Strategy

Infringement Team

Infringement Administration Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 32050, Several)

Gazetted: 15 December 2020

Closing Date: 8 January 2021

Details: Would you like to make a difference in the community and contribute to safer roads for Canberrans? Are you looking for a role where you can be assured that your first-class customer service and administrative skills will be put to good use.? Is it your life's dream to work in a team environment where no two days are the same? If this sounds like you, then the Access Canberra Infringement Team is where you need to be.

As a part of the Access Canberra Infringement team, and under the general direction of your manager, you will undertake the assessment of withdrawal and dispute applications, the adjudication of traffic camera detected offences, and a range of other administrative functions relating to the infringement notice process. You will also provide advice and support to members of the public in relation to infringement matters over the phone. You will have the ability to think and act in a busy environment, possess excellent customer service and communication skills and a demonstrated ability to manage personal work priorities. You will also possess the ability to manage the resolution of difficult or complex enquiries and complaints with tact and discretion; and escalate matters as necessary.

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.

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

How to Apply: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the Duties/Responsibilities listed in the Position Description. Please submit a written application, of no more than one page, responding to the statements below, contact details of at least two referees and a current Curriculum Vitae.

Demonstrated ability, ingenuity, experience, and qualifications making you the best person for this role. Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism, and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Laundess (02) 6207 5770 Daniel.Laundess@act.gov.au

Shared Services

Finance Operations

Debt Management

Debt Management Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 07232, several)

Gazetted: 15 December 2020

Closing Date: 12 January 2021

Details: Shared Services Debt Management is seeking a highly motivated Debt Management Officer with a high level of knowledge and experience. This position will play a key role in actively providing specialist expertise regarding debt management matters. Primary duties will include debt recovery, arrangement monitoring, hardship assessment, customer contact and assisting in operational advice and support within the Finance Operations 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.

Eligibility/Other requirements:

Demonstrated experience in debt management functions in the delivery of recovery services. Working knowledge of the regulatory environment is highly regarded e.g. Privacy Act, ASIC/ACCC Debt Collection Guidelines, Hardship / Vulnerability Assessments.

Experience in, or the ability to rapidly acquire a good working knowledge of, financial processing systems e.g. Collexus, Oracle or similar and demonstrated experience and proficiency with Microsoft Office applications.

Notes: Two full-time permanent positions are being offered. 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: Written applications are to be in the form of a two-page pitch, addressing the selection criteria, outlining how your Skills, Qualifications and Experience relate to this role and its duties, and what you will bring to the role. In your pitch you will also tell us how you meet the Behavioural Capabilities and Professional/Technical Skills and Knowledge components of the role. Please also provide a tailored curriculum vitae and the names and contact details of at least two referees who can attest to your work performance, ability, and attitude (at least one of whom is to be a current or very recent supervisor). See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Miller (02) 6207 8119 Robert.Miller@act.gov.au

Economic Development

EventsACT

Senior Campaign Marketing Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50205)

Gazetted: 15 December 2020

Closing Date: 5 January 2021

Details: Do you love the buzz of events? Do you want to join a dynamic team of marketing and communications specialists who play a vital role in the success of Canberra's events? As a Senior Campaign Marketing Officer at Events ACT, you will play a leading role in developing and implementing tactical campaigns to promote a suite of events at a local and national level.

You will have endless opportunities to put your creativity, copywriting and organisational skills to the test as you work alongside campaign managers, public relations, web and graphic design teams to execute fully integrated marketing, communications and PR campaigns which are fundamental to the success of our major and community events.

The campaigns will be designed to create and increase awareness locally, regionally and nationally, encourage attendance, contribute to community vibrancy, city pride and connectedness, and grow the ACT economy by encouraging economic activity and visitation from interstate markets.

Your ability to hit the ground running and effectively manage your time will be a key asset in this role as you work closely with creative and media buying agencies, partners, sponsors and internal stakeholders to support the delivery of multiple projects at a time.

You will establish relationships with industry, stakeholders, media and partners to develop a strong understanding of Canberra's events industry needs. The successful candidate will be passionate about Canberra and its events offering and demonstrate a strong ability to bring to life strategic, innovative, targeted and effective marketing campaigns.

You will work with the market research and content teams to evaluate and prepare reports on your campaigns, to help identify and celebrate our wins and guide the development of future marketing activity.

You will be working in a small dynamic team of enthusiastic creative professionals. Events ACT recognises the fundamental role our people play in our success. While this is a fast-paced role you will be supported to thrive and grow your skills as a marketing professional. Our ideal candidate will be passionate about collaboration and feel strongly about building on the supportive high performing culture we have developed here.

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

Note: This is a temporary position available immediately until 7 July 2021 with possibility of extension or permanency. A merit pool may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

How to Apply: If this sounds like you, please send your curriculum vitae and an application. Applications should clearly address the Professional/Technical skills and Behavioural Capabilities and be no longer than two pages telling us why you are the right person for the role.

Applications should be submitted via the Apply Now button.

Contact Officer: Sarah Marks (02) 6205 9728 sarah.marks@act.gov.au

Treasury

Technology Services

Applications Service Delivery

ASD Support Technician

Information Technology Officer Class 2 \$87,715 - \$100,388, Canberra (PN: 19604)

Gazetted: 15 December 2020

Closing Date: 22 December 2020

Details: Applications Service Delivery (ASD) are seeking an experienced and motivated person to take on the role of ASD Support Technician. This position will support the achievement of Shared Services ICT organisational objectives and Service Level Agreements through the delivery of quality customer services and ICT solutions. The successful candidate will join the ASD team to provide technical support to Shared Services ICT staff and customers, assist in developing solutions for Whole of Government identified issues and participate in assigned

project work. The role will focus on application deployment in support of removing Windows 7 devices from the ACTGOV Environment. The role does not involve the supervision of other team members.

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: The successful applicant will need to hold or be able to rapidly obtain an ACT Government Baseline Security Clearance.

Note: This is a temporary position available immediately for 10 months. Selection may be based on application and referee reports only.

How to Apply: After reviewing the Position Description please provide a written response to each of the individual seven capabilities listed in the "What you require" section of the Position Description, describing experience and claims of suitability for each capability separately. Applications should be limited to curriculum vitae, not more than two pages of capability response, and SFIA assessment verification documents if applicants have them. The SFIA assessment verification documents are not mandatory.

Applications should be submitted via the Apply Now button.

Contact Officer: Ash Rutledge (02) 6207 5293 ash.rutledge@act.gov.au

Access Canberra

Fair Trading and Regulatory Strategy

Infringements Review

Assistant Director, Infringement Review

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 37000)

Gazetted: 15 December 2020

Closing Date: 22 December 2020

Details: At Access Canberra, we are all about giving people easy access to ACT Government regulatory services, payments and information while offering a great customer experience. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to better deliver services. Access Canberra is unique to the ACT Government; we work across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities and implement new initiatives. We actively engage in a risk and harm approach to compliance across a broad range of industry sectors to build a strong economy, safe community and sustainable environment.

Access Canberra is looking for a talented person to lead the Infringement review team.

Fair Trading and Regulatory Strategy comprises a number of units responsible for ensuring legislative compliance relating to consumer protection and regulatory compliance. Infringement Review includes the Parking Review and Traffic Camera Review Offices. These offices assess withdrawals, extensions and disputes for Parking and Traffic Camera infringements.

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 three months with possibility of extension up to 12 months. Access Canberra is an activity-based working (ABW) environment, under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: To apply submit your curriculum vitae with the names of two referees and your two page pitch, outlining what you can bring to Access Canberra.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex McPherson (02) 6207 4412 Alex.McPherson@act.gov.au

Executive Branch Manager, Professional Standards Unit

Executive Level 1.3 \$236,451 - \$245,570 depending on current superannuation arrangements, Canberra (PN: E1161)

Gazetted: 15 December 2020

Closing Date: 22 January 2021

Shape best practice and strategic thinking

Lead on systemic change and policy development

Promote positive and sustainable culture behaviour

Details: The Professional Standards Unit provides a central investigation and advisory role for the ACT Public Sector under the auspices of the Public Sector Standards Commissioner.

Applications are sought for a highly influential leader to support the Public Sector Standards Commissioner by providing leadership for managers and staff undertaking investigations on misconduct matters and the management of complaints. The position leads and develops a team of senior officers and investigators. The role encompasses a breadth of accountabilities that will result in system wide enhancement in integrity and open government.

The position reports to the Public Sector Standards Commissioner on misconduct investigations and other matters related to the Commissioner's statutory functions and to the Deputy Director-General, Workforce Capability and Governance on organisational and resourcing matters.

The Executive Branch Manager will be required to provide advice on the management of misconduct matters across the sector and utilise behavioural analytics and evidence-based insights to inform policy and practice development. Success requires developing productive influential relationships with senior leaders across ACT Government Directorates and Agencies. The role leads on the delivery of contemporary awareness raising and preventative education and training, relevant sector wide communications and also contributes to executive development programs for ACTPS employees.

The Executive Branch Manager, Public Sector Standards is responsible for leading and managing the relationship and arrangements with the ACT Integrity Commission to ensure the statutory functions are carried out in an effective and efficient way within the respective jurisdiction of the Public Sector Standards Commissioner and the Integrity Commissioner. The Executive Branch Manager, Public Sector Standards will also lead the policy development and operational aspects of misconduct matters where they intersect with serious and systemic corrupt conduct under the Integrity Commission Act 2018.

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 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: Please provide an application of two pages which includes a copy of your curriculum vitae and a statement addressing your experience against the executive capabilities.

Please go to fisherleadership.com and click on 'APPLY ONLINE' using reference ACGebm1220, or call David Baber at Fisher Leadership on +61 1300 347 437 for further information.

Access Canberra

Engagement, Compliance and COVID-19 Response

Communications and Community Education

Senior Communications and Education Director

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50116)

Gazetted: 14 December 2020

Closing Date: 4 January 2021

Details: Are you a communications professional with a relentless drive to provide clear information to our community and to business – in the way they want to receive it?

Have a knack at working collaboratively with all stakeholders to ensure the audience is at the centre of all you do?

Do you think creatively and push the boundaries in how information is presented to achieve cut-through and effect behaviour change?

Then we want you!

Access Canberra is on the hunt for an experienced and motivated communication professional, someone who is a strategic thinker and a good stakeholder manager, to help a busy team deliver on multiple priorities simultaneously.

You will be joining a great, supportive and enthusiastic team and will work autonomously and with strong support from executive.

If you're successful, your role in the team will be to develop, deliver and improve content to support the way in Access Canberra engages and educates industry to achieve positive outcomes – as well as many other professional challenges!

This is a great opportunity to work in a diverse, challenging, and dynamic organisation where each day you will have the opportunity to do something different – so get in quick to express your interest now!

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

Eligibility/Other Requirements: Tertiary qualification's relevant to the position are highly desirable.

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

How to Apply: To apply for this role please submit a maximum two-page pitch addressing the skills, knowledge and behaviours listed in the selection criteria and details of two referees, one of which should have worked for you.

Applications should be submitted via the Apply Now button.

Contact Officer: Rachael Short (02) 5124 6022 rachael.short@act.gov.au

Cultural Facilities Corporation

ACT Historic Places

Accessions Officers

Administrative Services Officer Class 2 \$58,230 - \$64,299, Canberra (PN: Casual Accessions Officers)

Gazetted: 15 December 2020

Closing Date: 19 January 2021

Details: ACT Historic Places is seeking a small team of experienced Accessions Officers (Casual) to support the cataloguing and documentation of our museum collection. The expected hours of work is approximately 21-35 hours per week to the end of June 2021.

This is an exciting opportunity to work at Calthorpes' House. This provenanced domestic collection is central to the history and significance of this twentieth century Canberra heritage-listed place. The successful applicants will have a strong background in collections accessioning, documentation and handling. Your work will support the broader conservation, education, interpretation and public uses of our beautiful sites.

ACT Historic Places manages three historical properties including Lanyon Homestead, Calthorpes' House and Mugga-Mugga Cottage. We deliver diverse cultural experiences to our community through exhibitions, public and education programs and presentation of the cultural heritage and social history of the Canberra region.

ACT Historic Places is part of the Cultural Facilities Corporation, an ACT Government Enterprise.

Eligibility/Other Requirements: Degree in Collections Management, Heritage Conservation or Archives Management would be advantageous. Driver's licence.

Note: Positions will be offered on a casual basis.

How to Apply: Expressions of Interest should be submitted with a curriculum vitae and a one-page written response to the Selection Criteria.

Enquiries for this position will be answered from 4 January 2021.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Elton 123 jennifer.elton@act.gov.au

Education

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

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

Business Services

Senior Director

Senior Officer Grade A \$151,002, Canberra (PN: 50154)

Gazetted: 16 December 2020

Closing Date: 23 December 2020

Details: The Senior Director is responsible for leading a small team designed to enhance service and support delivery to the business functions of schools. This role provides a fantastic opportunity for a motivated and enthusiastic individual to lead change and drive quality service delivery and support activities for our school Business Managers and their support staff.

This person needs to be results driven, a strategic thinker, with strong interpersonal and communication skills, experienced in engaging with stakeholders to better understand needs, co-design solutions, address short term goals and deliver long term objectives. An ability to be innovative and think critically will be vital in providing informed advice to the Executive on future approaches to enhancing corporate services and better supporting business functions at the school level.

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

Desirable: Knowledge of school operations and experience working in education.

Note: This is a temporary position available January 2021 until 30 June 2021 with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit a one page pitch outlining your experience, skills and knowledge that you can bring to the role, using the selection criteria as a guide, along with a curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Lynette Daly (02) 6205 2685 lynette.daly@act.gov.au

Business Services

Business Support Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50157)

Gazetted: 16 December 2020

Closing Date: 23 December 2020

Details: The Education Directorate is looking for a high performing individual to provide operational and administrative support to the team in the development and delivery of enhanced support to the business support functions in schools. Under broad direction, the person will play a vital role in supporting the team to deliver initiatives that build capability and enhance the business operations of schools.

The role requires a self-motivated, detail orientated person with strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve deadlines in an environment of competing priorities.

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: This is a temporary position available January 2021 until 30 June 2021 with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit a one-page pitch outlining your experience, skills and knowledge that you can bring to the role, using the Selection Criteria as a guide, along with the names of two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button.

Contact Officer: Kerrie Atkins (02) 6207 9112 kerrie.atkins@act.gov.au

Business Services

Strategic Finance and Procurement

Director

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50155, several)

Gazetted: 15 December 2020

Closing Date: 22 December 2020

Details: The Directorate is seeking two Directors to lead new roles within the Business Services Division to establish new ways of working to ensure that the Directorate provides effective and efficient support and quality service for the business functions within schools. The roles will build strong partnerships with schools to provide targeted support and develop initiatives that enhance capability including induction, mentoring and coaching. Key

to these roles will be the ability to provide a positive, supportive and enabling leadership approach to operational teams within schools. A strong understanding of the school context and the corporate functions required within autonomous school settings will be vital for these positions.

Eligibility/Other Requirements:

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

Desirable: Knowledge of school operations and experience working in education.

Notes: This is a temporary position available from January 2021 until 30 June 2021 with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit a one page pitch outlining your experience, skills and knowledge that you can bring to the role, using the selection criteria as a guide, along with your curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below

Contact Officer: Kerrie Atkins (02) 6207 9112 Kerrie.Atkins@act.gov.au

Business Services

Strategic Finance and Procurement

Internal Budgets and Reporting

Director, Internal Budgets and Reporting

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 32204)

Gazetted: 15 December 2020

Closing Date: 22 December 2020

Details: The Strategic Finance and Procurement Branch is seeking a Director for the Internal Budgets and Reporting sub section who has excellent leadership, analytical and communication skills. The successful applicant will develop and manage the Directorate's internal budget and ensure the efficient utilisation of approved appropriations and cash, prepare a variety of regular management and statutory financial reports, including the Directorate's monthly finance report provided to senior executive and the Audit Committee, as well as manage, lead and develop a small team of financial professionals. The role will also be required to ensure that policies and procedures are in place to allow the Directorate to comply with the *Financial Management Act 1996*, promote sound financial management practices within the Directorate by providing training and professional development to staff, liaise and negotiate with a wide range of stakeholders in order to achieve collaborative outcomes, and provide high quality advice to the Minister, the Executive team and senior management on financial issues as required.

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

Eligibility/Other Requirements: Proven management experience is essential. Appropriate tertiary Accounting qualifications and a membership to a relevant professional body (CPA/CA) is highly desirable.

Note: This is a temporary position available for up to 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button.

Contact Officer: Peter Podnar (02) 6205 3145 peter.podnar@act.gov.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Digital UI/UX Specialist

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 44261)

Gazetted: 15 December 2020

Closing Date: 22 December 2020

Details: We are looking for a highly creative and innovative Digital UI/UX Specialist to join our team.

Working under limited direction, the role will report to the Senior Director and will be responsible for:

Collecting, researching, investigating and evaluating user requirements to deliver an end to end online human centred user experience, gathering and evaluating user requirements.

Illustrating creative and innovative online design ideas and graphic user interface elements for digital use online with ACT Government requirements.

Establishing research methodology and conducting ongoing user research and interviews to inform the wire-framing.

Creating and producing high quality images and video footage for online professional learning and instructional use.

Assisting with the UI design, development, and delivery of high-quality online learning designs by collaborating with staff to deliver engaging and interactive adult online learning content.

Working collaboratively with internal and external stakeholders and other members of the Branch to ensure delivery of high quality and responsive services with limited supervision.

Undertaking other duties appropriate to this level of classification that contribute to the Directorate; and modelling the ACT Public Service values and signature behaviours to create an environment that values and utilises the contribution of others.

Eligibility/Other Requirements:

Highly Desirable

Tertiary qualifications in graphic design.

Experience in adult learning methodologies and environments.

Note: This is a temporary position available immediately until 31 May 2021 with the possibility of extension or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button.

Contact Officer: Avon Dissanayake (02) 6207 0461 avon.dissanayake@act.gov.au

School Improvement and Performance

School Improvement Leader

School Leader A 1 \$168,315, Canberra (PN: 49984)

Gazetted: 10 December 2020

Closing Date: 17 December 2020

DIRECTORATE OVERVIEW

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

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

BUSINESS UNIT OVERVIEW

School Improvement Group is responsible for implementing the Directorate's school improvement strategy with a focus on evidence-based practice and implementation of school improvement initiatives. The responsibility includes the day-to-day executive leadership of school operations for all 89 ACT public schools, including management of critical issues and complex complaints management.

DUTIES/RESPONSIBILITIES

The principal will work as part of the School Improvement Branch in a small team co-leading the current and future initiatives to strengthen the capability of leaders at all levels; school based and ESO based, to create the culture, structures and conditions for everyone to understand their impact on student outcomes.

The principal will collaboratively develop and assist in leading the strategic direction of the School Improvement Branch through the Empowered Learning Professionals Leadership Plan ensuring leading research and evidence guides all leadership work.

The principal will work across the School Improvement Branch to assist in the development of differentiated supports for schools and principals.

School Leadership Initiatives include:

the refinement and implementation of the Directorate's Principal Coaching and Mentoring Program

the shaping and facilitation of the Strengthening Leadership Capability Series focussing on differentiated services

the shaping and facilitation of the annual Leadership Symposium and Biannual Leadership Conference
the Early Career Principals' Collaborate and Connect Program
the new Principals' Induction Program

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

Note: This is a temporary position available from 28 January 2021 until 18 December 2021. Selection may be based on application and referee reports only.

The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing, and refereeing, not necessarily in this order, to determine a list of suitable applicants. These may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

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

Statement of claims:

The statement of claims is integral to the application and should be based on the position information and the School Leader Capability Framework. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

Curriculum Vitae:

Your curriculum vitae should be up to date and provide relevant information about your education, employment history, experience, and workplace achievements. It should be formatted to make it easy to read.

Referees:

In choosing referees, consider how well they know your work and can speak about your capabilities. Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Huxley (02) 620 58219 mark.huxley@act.gov.au

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

School Performance and Improvement

Belconnen Network

Hawker College

Learning Support Assistant

School Assistant 2/3 \$49,516 - \$60,379, Canberra (PN: 50148)

Gazetted: 10 December 2020

Closing Date: 15 January 2021

Details: Hawker College is seeking motivated Learning Support Assistants to join our team. The successful applicants will possess a proven ability to work independently and as part of a team to provide educational support to our students.

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

The ACT Public Service is a values-based organisation where all employees are expected to embody the prescribed core values of Respect, Integrity, Collaboration and Innovation.

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

Note: This is a temporary position available until 27 January 2022 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a written response addressing the Selection Criteria located in the Position Description. Please also provide a curriculum vitae, two referee reports and a copy of your Working with Vulnerable People card.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Fillery (02) 6142 0355 Andrew.Fillery@ed.act.edu.au

School Performance and Improvement

South and Weston Network

Alfred Deakin High School

Executive Teacher

School Leader C \$126,542, Canberra (PN: 32594)

Gazetted: 10 December 2020

Closing Date: 18 December 2020

Details: Alfred Deakin High School is seeking an educational leader who can advance ongoing school improvement in the key domains of learning growth and wellbeing for all students. Specifically,

In line with the Future of Education Strategy and ADHS strategic improvement planning, work within the Executive team and PLC context to lead whole school evidence based strategies to impact student outcomes

Provide leadership of curriculum and pedagogy in area of Science using evidence based and future focussed approaches

Lead whole school data planning processes

Develop and manage staff through supervising, mentoring and coaching

Assist Principal with other whole of school leadership and management functions based on school needs.

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

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

Note: This is a temporary position available from 27 January 2021 until 26 January 2022.

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the Position Description (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below,

Contact Officer: David Briggs (02) 6142 3888 David.Briggs@ed.act.edu.au

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

School Performance and Improvement

Belconnen Network

Melba Copland Secondary School

Deputy Principal

School Leader B \$147,337, Canberra (PN: 04129, several)

Gazetted: 10 December 2020

Closing Date: 17 December 2020

Details: Melba Copland Secondary School (MCSS) is a dual campus secondary school situation in the West Belconnen region of Canberra. It is the only ACT Government School offering a secondary education for students from years 7 - 12. Alongside a focus on creating a learning environment in which all children and young people can learn and thrive, the school has a range of specialist programs including a gifted and talented program, the Talented Athlete Program and a range of small group, tailored programs to best meet the needs of students. Melba Copland has strong community engagement and partnerships. We want our students to be engaged, contributing members of their communities who have the knowledge, skills, and confidence to make a difference. Deputy Principals at MCSS support the principal to manage the school within legislative requirements and in accordance with systems and school board policies. All staff are employed as 7 - 12 Educators and Leaders. The successful applicants may work primarily on one campus (7-10 or 11-12) but will be required to provide leadership across both campuses as directed by the Principal. The school is undergoing a process of ongoing improvement and change, and successful applicants will be committed to creating an exciting, innovative school which meets the

changing needs of our community. Applicants will need demonstrated change management and strong pedagogical leadership.

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

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

Note: There are two temporary positions available from 28 January 2021 up to 12 months with the possibility of extension and/or permanency. Applicants should be aware that they may be working on either campus in these roles. 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.

The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing, and refereeing, not necessarily in this order, to determine a list of suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary.

How to Apply: Interested applicants should provide a curriculum vitae, statement of claims based on the capabilities outlined in the application package and contact information of two referees. There is a limit of 10MB and 10 documents per application in the online application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kerrie Heath (02) 6242 0333 kerrie.heath@ed.act.edu.au

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

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

Service Design and Delivery

Student Engagement

Network Student Engagement Team

Operations Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 37079)

Gazetted: 16 December 2020

Closing Date: 6 January 2021

Details: The Network Student Engagement Team (NSET) are looking for an energetic individual with a can do attitude to join the team. The successful applicant will have strong administration skills, including intermediate to advanced Excel skills, and proven experience in providing whole branch/team support.

NSET is establishing and improving current processes so the Operations Team need to be adaptable and take change in their stride, while maintaining high quality customer service and a good sense of humour.

Eligibility/Other Requirements:

Highly Desirable:

Own motor vehicle as travel between sites may be required.

Note: This is a temporary position available from January 2021 for six months with the possibility of extension and/or permanency. Applications will be assessed early in the New Year with interviews taking place mid-end January. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

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

Planning Delivery

Development Assessment

Senior Director, DA Services and Support

Senior Officer Grade A \$151,002, Canberra (PN: 49434)

Gazetted: 16 December 2020

Closing Date: 23 December 2020

Details: The Senior Director, DA Services and Support works as a member of the Planning Delivery Division's integrated leadership group and is responsible for leading teams providing a range of DA services to industry, community, ACT Government agencies, and other stakeholders. This includes management of the public interface, customer service, DA coordination, and deed management teams. The Senior Director is also responsible for the daily management of the Division's administration including finance, recruitment, and business improvement.

You will require a thorough knowledge of the independent planning and land authority's role, excellent communication and liaison skills, excellent judgement, risk management and business administration skills. You will have a proven ability to lead, manage and mentor staff in a high stress environment supplemented by skills to manage and prioritise a significant number of development applications to meet statutory timeframes effectively whilst maintaining the integrity of the assessment process.

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

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

How to Apply: Please provide a two page written statement addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: George Cilliers (02) 6207 6804 George.Cilliers@act.gov.au

Planning, Land and Building

Building Design and Projects

Building Policy

Senior Policy Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 40271, several)

Gazetted: 11 December 2020

Closing Date: 23 December 2020

Details: The Environment, Planning and Sustainable Development (EPSDD) Building Policy Section is seeking motivated Senior Policy Officers to be part of a small team working on policy for building and construction, including building regulatory reforms.

This position requires excellent policy, legislative development and time management skills and experience in strategic policy and regulatory reforms.

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 strong policy background with the ability to learn the policy context for this team's work quickly is essential. A background in building and construction policy would be beneficial but is not essential.

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

How to Apply: Applicants are asked to provide no more than a two-page Expression of Interest addressing the Selection Criteria located in the Position Description together with curriculum vitae and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Morris (02) 6205 9462 VanessaX.Morris@act.gov.au

Legal Advisor

Legal Officer Grade 2 \$148,564 - \$154,670, Canberra (PN: 49702)

Gazetted: 11 December 2020

Closing Date: 25 December 2020

Details: The Suburban Land Agency (the Agency) is established under s.37 of the City Renewal Authority and Suburban Land Agency Act 2017. The Agency promotes inclusive communities and affordable and safe suburban development with a focus on social inclusion, environmental sustainability and growth and diversification of the Territory economy. The Agency is seeking to appoint a Legal Advisor as the most senior in-house lawyer to sit within the Governance & Corporate Services Branch. The Legal Advisor provides leadership and expertise in the coordination of legal services to the Agency including its Board and works closely with the ACT Government solicitor and external legal service providers. This diverse position will cover the full scope of the Agency's operations, including advising on issues relating to complex commercial property negotiations, land transactions, procurement, relevant Territory legislation and proposed policies. The Agency requires a person who is motivated and will value the opportunity. This position requires a minimum of 5 years' post-admission experience and the ability to hold a restricted government certificate. • To discuss eligibility please contact Jonathan Beaumont. Note: This position is a permanent Legal2 classification with the potential additional remuneration of up to \$46,000 through a three-year renewable Attraction and Retention Incentive (Arin) arrangement. Before applying, please obtain the selection documentation by emailing careers@beaumontandbeaumont.com.au quoting reference 4489. Applications close on 31 January 2021.

Planning Delivery

Merit Assessment and Deed Management

Deed Management

Assistant Director

Senior Professional Officer Grade C \$110,397 - \$118,832, Canberra (PN: 05528)

Gazetted: 10 December 2020

Closing Date: 24 December 2020

Details: Planning Delivery is seeking a motivated and enthusiastic person to manage and administer Deeds of Agreement of varying complexity, as well as assist in the review and determination of Deed variations and other matters relevant to the ACT planning and leasehold system.

The Deed Management Unit is responsible for the administration and management of Holding Leases and Deeds of Agreement for both greenfield and urban renewal development projects where the delivery of public infrastructure and the management of aspects of the Government's affordable housing policy is required. As part of this work, the team ensures that public infrastructure to be handed back to the Territory meets Territory design and construction standards and prepares and issues consequential leases for new estates and urban renewal and public land development.

Eligibility/Other Requirements: Qualifications and/or experience in land development, civil engineering, town planning or urban design are highly desirable.

Demonstrated skills in project and contract management relating to land development or infrastructure will also be highly regarded.

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

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages addressing the selection criteria and a current curriculum vitae.

Applications should be submitted via the Apply Now button.

Contact Officer: Bob Taylor (02) 6207 1669 bob.taylor@act.gov.au

Planning Delivery

Merit Assessment and Deed Management

Deed Management

Director

Senior Professional Officer Grade B \$130,018 - \$146,368, Canberra (PN: 05527)

Gazetted: 10 December 2020

Closing Date: 17 December 2020

Details: Planning Delivery is seeking a motivated and enthusiastic person to manage and administer Deeds of Agreement of varying complexity, as well as assist in the review and determination of Deed variations and other matters relevant to the ACT planning and leasehold system.

The Deed Management Unit is responsible for the administration and management of Holding Leases and Deeds of Agreement for both greenfield and urban renewal development projects where the delivery of public infrastructure and the management of aspects of the Government's affordable housing policy is required. As part of this work, the team ensures that public infrastructure to be handed back to the Territory meets Territory design and construction standards and prepares and issues consequential leases for new estates and urban renewal and public land development.

Eligibility/Other Requirements: Qualifications and a minimum of five years' experience in land development, civil engineering, town planning or urban design are highly desirable.

Demonstrated skills in project and contract management relating to land development or infrastructure will also be highly regarded.

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

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages addressing the selection criteria and a current curriculum vitae.

Applications should be submitted via the Apply Now button.

Contact Officer: Bob Taylor (02) 6207 1669 bob.taylor@act.gov.au

Chief Operating Officer

Finance, Information and Assets

Strategic Finance

Assistant Director, Asset and Financial Reporting

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 16618)

Gazetted: 10 December 2020

Closing Date: 7 February 2021

Our Business

The Environment, Planning and Sustainable Development Directorate (the Directorate) vision is 'shaping Canberra's future' and our mission is to be informed, connected, innovative. The Directorate is responsible for a wide range of policies and programs within the ACTPS that includes areas as diverse as climate change policy, energy policy, nature conservation, environment protection policy, strategic and statutory planning, development approvals, building policy, land policy and economics, heritage and water. The Directorate also includes the ACT Parks and Conservation Service which manages nature reserves, national parks, commercial softwood forests and rural lands to ensure Canberra provides open and safe space to its community.

Branch Overview

Strategic Finance supports the Directorate through the provision of a financial framework supported by financial reporting, accounting operations, and coordination and/or input into the annual budget and estimates functions. The Finance, Information and Assets team undertake, but not limited to, the following:

Provision of strategic and operational financial support and advice

Development and allocation of internal and external budgets (including coordination of the Directorate's input into development of the ACT Government's annual budget papers)

Preparation of financial performance reports for management and other key stakeholders

Accounting for the Directorate's assets including coordination of the annual asset revaluation program

Accounts receivable and accounts payable processing

Development and maintenance of financial management information systems and processes

Preparation of the Directorate's annual financial statements.

The Role

As the Assistant Director, Asset and Financial Reporting, you will be responsible for the successful delivery of financial outcomes and compliant financial operations. This will include accounting for the Directorate's assets, assist in the preparation of the month end reporting and annual financial statements as well as stakeholder management. Key role responsibilities:

Manages the Directorate's asset accounting activities including coordination of an annual revaluation program for property, plant and equipment and biological assets. This also includes managing the addition, disposal and depreciation of the Directorate's property, plant and equipment within the Directorate's fixed asset register and conducts monthly reconciliations across multiple systems to ensure general ledger accounts are maintained in accordance with relevant Accounting Standards.

Works with stakeholders to assist in the Directorate's capital works framework.

Assists in the management of the financial reporting activities of the Directorate, including cash management and forecasting, accounts receivable, accounts payable and salary reporting.

Assists in the management of the monthly financial reporting process, including monthly reconciliations, Balance Sheet reports to management and submissions to ACT Treasury.

Assists in the management of the annual financial statements process, including preparation of reconciliations, collection of data from internal and external stakeholders and managing the external audit.

Assists in the development of quality assurance frameworks and policies relevant to the operations of the financial reporting team and in adherence to relevant accounting standards.

Assists in the development and maintenance of complex financial reporting reconciliations and reports.

Sound people management skills, including the ability to lead, direct, provide feedback and develop staff in a small, interactive team environment.

Contributes to delivery of the day to day activities of the Strategic Finance team with a view to delivering the unit's common business goals and objectives.

Maintains records in accordance with the *Territory Records Act 2002*.

Eligibility/Other requirements: Tertiary qualifications in accounting or a related field and CA/CPA qualification or progress toward same is highly desirable.

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

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability against the Selection Criteria in the attached Position Description. Contact details of at least two referees and a current curriculum vitae should also be included.

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

Contact Officer: Elanor Hughes (02) 6207 7302 Elanor.Hughes@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 Courts and Tribunal

Registrar's Office, Supreme Court

Executive Assistant to the Registrars of the Supreme and Magistrates Court

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 43221)

Gazetted: 16 December 2020

Closing Date: 13 January 2021

Details: This position offers an opportunity for an organised and detail orientated person to be the Executive Assistant to the Registrars of the Supreme and Magistrates Court. The role will provide high level administrative and practical support that assists the Registrars to exercise their functions. This will include maintaining effective and efficient administrative systems and procedures, diary management and maintenance of records in accordance with the Territory Records Act 2002. The person must be able to work within a confidential environment and use tact and discretion in seeking cooperation from internal and external clients of the courts.

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

How to Apply: Your application needs to address the Selection Criteria in the Position Description in less than 3 pages and be accompanied by your curriculum vitae with two identified referees, one of which is preferably your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Helen Banks (02) 6207 1203 Helen.Banks@courts.act.gov.au

ACT Corrective Services

Community Corrections

Administrative Assistant

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 49902)

Gazetted: 15 December 2020

Closing Date: 5 January 2021

Details: ACT Corrective Services (ACTCS) is looking for an enthusiastic, highly motivated and suitable individual to fill the role of Administrative Assistant within Community Corrections and Release Planning.

The successful applicant will provide quality customer service delivery in a high-volume work environment as the first point of contact at reception and on the telephone.

Further to this, you will manage manual and computerised records, accurately and securely, ensuring accessibility and confidentiality is maintained. In addition, you will provide general administrative support to Community Operations. Undertake project work as required and respond efficiently to all inquiries from stakeholders, customers and clients.

To be successful, you will have the ability to think and act in a busy environment, possess excellent customer service, communication, administrative skills and the capacity to manage difficult clients.

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:

Background police checks will be conducted.

Driver's licence is essential.

This position requires a pre-employment medical.

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

How to Apply: Applicants are required to submit four items: (1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements; (2) a current curriculum vitae; (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.

Contact Officer: Melissa Butler (02) 6207 9717 melissa.butler@act.gov.au

Major Projects Canberra

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

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

Project Development and Support

Finance

Finance Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 36719)

Gazetted: 11 December 2020

Closing Date: 25 December 2020

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Finance supports Major Projects Canberra through the provision of a financial management and governance including, but not limited to:

Provision of strategic and operational financial support and advice in accordance with the *ACT Financial Management Act 1996*;

Development and allocation of internal and external budgets, including coordination of the Agency's input into development of the ACT Government's annual budget papers;

Preparation of financial performance reports for the Agency;

Accounts receivable and accounts payable processing;

Development and maintenance of financial management information systems and processes; and

Preparation of the Agency's annual financial statements.

The primary responsibilities for this position are:

Preparation of timely, relevant and accurate accrual based monthly financial management reports, end of year financial statement supporting documents, ad-hoc cost models, cost recovery analysis and handling stakeholders' correspondence.

Managing the cash drawdown process, estimating daily cash flow requirement and capital works reporting.

Reconcile, analyse and verify financial reports and data.

Assist in the preparation and monitoring of external and internal budgets and forecasts.

Contribute to the development, maintenance and implementation of policies and procedures relevant to the operations of Major Projects Canberra.

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:

Tertiary qualifications are highly desirable.

Experience in the use of Oracle Financial Management Information System is highly desirable.

Note: This is a temporary position available immediately up to three months with the possibility of extension.

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.

Details: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Erica Wark (02) 6207 8222 Erica.Wark@act.gov.au

Light Rail

Project Manager Engineering

Infrastructure Officer 4 \$131,141 - \$148,993, Canberra (PN: 44439)

Gazetted: 11 December 2020

Closing Date: 26 January 2021

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

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

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

The Engineering Project Manager duties include input to and review of engineering design documentation for all Light Rail infrastructure as well as assisting with the resolution of technical engineering issues associated with road, rail, civil, structural, underground and aboveground services, traffic, active transport and other physical assets.

The Engineering Project Manager will also assist with the technical review of design changes and report on design progress and issues.

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

Eligibility/Other Requirements:

Mandatory:

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

Hold a relevant building degree; or

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

Desirable:

Graduate degree in civil engineering or similar qualification with up to five years' experience.

Experience in design and/or delivery of Light Rail.

Proficiency in use of AutoCAD or similar industry-standard drafting application

Knowledge of ACT design standards including road design standards.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae, contact details of two referees and copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button.

Contact Officer: Ashley Cahif (02) 6205 1212 ashley.cahif@act.gov.au

Project Development and Support

Ministerial, Governance and Corporate Support

Executive Branch Support Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 45253)

Gazetted: 11 December 2020

Closing Date: 25 December 2020

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Ministerial, Governance and Corporate Services works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards, Executives across the ACTPS, and key government and non-government stakeholders. The Branch will provide leadership and expertise to Major Projects Canberra on Governance including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support.

The position is responsible for providing Executive support and branch management support to the Ministerial, Governance and Corporate Support team, as well as strategic coordination of branch activity and communication. The role is responsible for coordination of weekly reporting for the Executive Branch Manager and Chief Project Officer from all Major Projects Canberra project and project support teams.

The position is also responsible for a range of administrative and coordination duties such as diary management, drafting correspondence, payment of invoices, as well as providing support in organising whole of MPC staff social activities and events. The role must work proactively with minimal supervision against tight timelines.

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

Eligibility/Other Requirements: Relevant experience is highly desirable.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nikki Pulford (02) 6205 5466 Nikki.Pulford@act.gov.au

Infrastructure Delivery Partners

Senior Program Officer Cladding Rectification Scheme

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50152)

Gazetted: 10 December 2020

Closing Date: 8 January 2021

Details: Are you looking for the opportunity to help create a government grant scheme from the ground up in a short space of time? Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra is responsible for the Government's voluntary rectification support scheme in relation to potentially combustible cladding for eligible private buildings. The Government will facilitate financial support via a grants program to assist with initial testing and assessment of potentially combustible cladding material for eligible applicants and to assist eligible applicants to undertake the required works.

The Senior Program Officer Cladding Rectification Scheme, reporting to the Senior Director Cladding Rectification Program, will provide support to the Senior Director during the development and implementation of a rebate scheme and, with Treasury, a concessional loan scheme for the replacement of cladding on eligible private sector buildings. This is an opportunity for you to design and develop a grants scheme from the beginning and see it come to fruition within a reasonably tight timeframe.

The primary responsibilities of this position are to:

Support the development, design and implementation of a new Government grants scheme, demonstrating best-practice program administration;

Support industry and public stakeholder engagement;

Undertake research and analysis of other jurisdictional schemes, industry and site information;

Take responsibility for preparing elements of the overall Scheme;

Assist in the preparation of public materials and preparation of advice to the Division Executive, Chief Projects Officer, Ministers and Cabinet; and

Maintain effective working relationships with key stakeholders across Government and maintain accurate records of meetings, negotiations and key.

Eligibility/Other requirements:

Desirable:

Tertiary qualifications or equivalent experience.

Knowledge of best-practice public administration.

Understanding of program development and management from within the public sector or consulting into the Public Sector.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team who gets things done, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural Capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Di Stewart (02) 6205 4141 Di.Stewart@act.gov.au

Infrastructure Delivery Partners

Senior Director Cladding Rectification Scheme

Senior Officer Grade A \$151,002, Canberra (PN: 37381)

Gazetted: 10 December 2020

Closing Date: 8 January 2021

Details: Are you an expert in creating government grant schemes from the ground up in a short space of time? Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra is responsible for the Government's voluntary rectification support scheme in relation to potentially combustible cladding for eligible private buildings. The Government will facilitate financial support via a grants program to assist with initial testing and assessment of potentially combustible cladding material for eligible applicants and to assist eligible applicants to undertake the required works.

The Senior Director Cladding Rectification Scheme, reporting to the Project Director Cladding Rectification Program, will be responsible for leading the development and implementation of a rebate scheme and, with Treasury, a concessional loan scheme for the replacement of cladding on eligible private sector buildings. This is an opportunity for you to design and develop a grants scheme from the beginning and bring it to fruition within a reasonably tight timeframe.

The Senior Director will be required to exercise a reasonable amount of self-leadership and management of key stakeholder relationships across the Territory, resolve issues and deliver quality outcomes consistent with the intended outcomes of the Scheme and best-practice public administration.

In developing the Scheme arrangements, the Senior Director will be required to apply program and project management skills to deliver quality project outcomes, on time and on budget.

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

Eligibility/Other Requirements:

Desirable:

Tertiary qualifications in Commerce, Business Administration, Contract Management, Law or a related discipline or equivalent experience.

Knowledge of Government procurement and best-practice public administration with prior Public Sector or Consulting experience.

Understanding of policy development and program management from within the public sector or consulting into the Public Sector.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team who gets things done, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural Capabilities located in the Position Description, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Di Stewart (02) 6205 4141 Di.Stewart@act.gov.au

Suburban Land Agency

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

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

Program Solutions

Digital Manager

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 33732)

Gazetted: 14 December 2020

Closing Date: 8 January 2021

Details: Are you passionate about all things digital? Are you a creative person who loves turning data insights into action? Come and join the Suburban Land Agency's marketing team. We are looking for an enthusiastic Digital Manager to support the agency with our digital marketing, content, and website management needs.

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

The role works in a fast-paced environment and will deliver a range of digital marketing projects within a supportive and diverse team.

Eligibility/Other Requirements:

Qualifications in marketing, digital and content management, or a related discipline are desirable.

Experience in content and website management.

Drivers licence.

Immediate ability to commence.

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

Note: This is a temporary position available immediately up until August 2021 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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: Expressions of Interest are sought from potential candidates and should include a pitch of no more than two pages outlining experience and/or ability based on the Position Description. Please also include contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Josie khng (02) 6207 3079 josie.khng@act.gov.au

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

Roads and Public Transport

Transport Canberra

Depot Business Support Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: A01531)

Gazetted: 16 December 2020

Closing Date: 23 December 2020

Details: Transport Canberra is responsible for the delivery of public bus services to the ACT community and is particularly focused on customer service and sustainable transport outcomes, through high quality and safe bus operations. Transport Canberra employs over 800 staff and is responsible for significant capital assets through the bus fleet, depots, and workshops. The Depot Business Support Officer reports to the Director Tuggeranong Depot and is responsible for lost property, uniform management, and coin cash administration.

Key Responsibilities

Handle all lost property matters including recording and cataloguing items, filing of items, handling enquiries and organising disposal by auction of any lost property not claimed after 3 months.

Handle general enquiries from members of the public, bus drivers and depot staff.

Order bus driver and transport officer uniforms maintain a uniform database and distribute uniforms to employees as per the Uniform Policy.

Organise and oversee maintenance of cash deposit machines.

Reconcile reports on coin delivery, cash collection and ordering.

Dispense change for employees, including petty cash, cash float, and transport officer float.

Ensure Depot and Interchange dollar dealers are maintained and stocked.

Regularly reconcile Collector of Public Monies float and order change from cash provider, Prosegur, to meet cash flow needs.

Order MyWay rolls for driver's console and organise repair of driver cash bags.

Ensure all required actions are taken to adhere to the Work Health and Safety Act and relevant Regulations, Risk Management Policies, TCCS Code of Conduct, Values and Behaviours and RED framework, including TCCS policies and procedures.

Eligibility/Other requirements:

Must meet eligibility requirements found here <https://www.jobs.act.gov.au/how-we-hire/eligibility-to-apply>

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

How to Apply: Please submit a response to the Selection Criteria along with a current curriculum vitae and contact details of two referees.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Wayne Lange (02) 6207 7818 Wayne.Lange@act.gov.au

Roads and Public Transport

Public Transport Operations

Belconnen Depot

Depot Business Manager

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: A20191)

Gazetted: 16 December 2020

Closing Date: 23 December 2020

Details: The Depot Business Manager reports to the Director, Belconnen Depot and is responsible for providing administrative and financial management support to ensure the Depot operates efficiently and effectively in compliance with legislation and TCCS strategic direction.

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 understanding of the requirements of working in an industrial organisation will be well regarded.

How to Apply: All applications must include a curriculum vitae, referee contact details and your written responses to each of the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Malcolm Howard (02) 6207 7640 Malcolm.Howard@act.gov.au

Chief Operating Officer

Executive Assistant, Chief Operating Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 38138)

Gazetted: 15 December 2020

Closing Date: 22 December 2020

Details: The Chief Operating Officer (COO) Group oversees corporate business operations and provides essential services and support to each area within Transport Canberra and City Services (TCCS).

The COO Group comprises Governance and Ministerial Services, People and Capability, Safety and Wellbeing, Chief Information Office, Finance and Legal and Contracts.

The primary responsibilities for this position are to, with minimal direction:

Provide high level confidential administrative and secretarial services to the COO.

Prioritise and monitor tasks and activities for the COO including research information as required, using IT systems to track tasks, liaising with Directors and COO Group employees to follow up the actions and tasks and responding in a timely manner as appropriate.

Critically examine and take appropriate action on information submitted to the Executive, to ensure relevance and accuracy.

Provide a liaison point between the COO and other areas of the directorate, the Minister's Office, other ACT Government agencies and the private sector. Represent the COO in general dealings with the public and other agencies.

Contribute generally as a member of the wider COO Executive Leadership Group, and as required, assist officers elsewhere in the directorate to meet unplanned absences and workloads.

A full list of the selection criteria is available on the intranet.

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

Note: Those applying for this position may be considered for other Executive Assistant roles across the TCCS directorate. This position is located in a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only. 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: Submit a statement addressing the Selection Criteria, and a curriculum vitae including the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christina Rose (02) 6205 9401 Christina.Rose@act.gov.au

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery

Project Manager

Senior Officer Grade A \$151,002, Canberra (PN: 32259)

Gazetted: 15 December 2020

Closing Date: 5 January 2021

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

Eligibility/Other requirements:

Highly Desirable:

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

Hold a relevant building degree; or

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

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

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

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

Please note the following:

Selection may be based on application and referee reports only; or

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

Applications should be submitted via the Apply Now button below.

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

City Services

ACT NoWaste

Strategic Coordination and Planning

Senior Director, Strategic Coordination and Planning

Infrastructure Manager/Specialist 3 \$192,249, Canberra (PN: 50150)

Gazetted: 15 December 2020

Closing Date: 15 January 2021

Details: The Strategic Coordination and Planning section is an integral component of ACT NoWaste's commitment to driving innovation and performance in the management of waste and recycling services for the Territory. Strategic Coordination and Planning is responsible for the planning of ACT NoWaste infrastructure assets and services. Key responsibilities include asset and data management, service planning and procurement, project management, forward works planning, technical design review and finances.

The position operates within an established financial framework supported by financial reporting, accounting operations, budget and estimate functions as well as the provision of strategic and operational data analysis and business reporting.

The Senior Director, Strategic Coordination and Planning is responsible to the Executive Branch Manager, ACT NoWaste, and holds a key leadership position within the Branch. The position works both independently and collaboratively and is responsible for building positive relationships within the team and externally (industry and intergovernmental).

The Senior Director, Strategic Coordination and Planning is accountable for:

Management of the business plan, budget, staff and the day-to-day operations of the Strategic Coordination and Planning Section in the delivery of a wide range of sustainable outsourced waste management services in accordance with Government priorities and strategic objectives;

Creating an inspiring team environment with an open communication culture, establishing clear team goals, monitor both team and individual performance and identify professional development opportunities to challenge and grow the team;

Coordinate the delivery of projects arising from waste management strategies and provide the planning and procurement of innovative integrated service solutions, harnessing specialist and high-level advice in infrastructure, asset and engineering.

Business case development to support infrastructure and service investment decisions.

Territory wide spatial, infrastructure and service planning and delivery to achieve ACT strategic waste management objectives.

Life cycle asset management for all ACT NoWaste sites.

Establishing and fostering effective working relationships with key stakeholders and work collaboratively across functional areas to achieve required outcomes.

Identifying, establishing and implementing accountable, transparent and responsive governance arrangements that drives continuous improvement and enhances organisational performance to achieve excellence in delivery of outsourced waste management services.

Executing financial delegations in accordance with the *Financial Management Act 1996* and in line with directorate delegations and manage the team to ensure assets are managed and maintained within the approved budgets.

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:

Driver's licence is mandatory.

Hold a relevant professional qualification in Engineering or Architecture or Project Management and a minimum of ten years relevant experience in Engineering or Architecture or Project Management. Professional qualifications and experience are defined as:

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

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

Project Management – either:

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

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

have at least ten years relevant experience in project management.

Behavioural Capabilities

Leadership and values people – motivate and develop people, values diversity and respects individuals while building a culture of improving practice.

Achieve results with integrity – develops organisational capability to deliver results, manages resources wisely and with probity, progresses evidence-based policy and procedures.

Foster Collaboration – listens and communicates with influence, engages effectively across government, builds and maintains key relationships.

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

How to Apply: For your application to be considered, please provide a response to the capabilities listed in the Position Description a maximum of four pages. Also include a copy of your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Meghan Oldfield (02) 6207 5716 Meghan.Oldfield@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Territory and Business Services

Wholesale Nursery Worker

General Service Officer Level 3/4 \$51,742 - \$56,505, Canberra (PN: 42417)

Gazetted: 14 December 2020

Closing Date: 6 January 2021

Details: Yarralumla Nursery is the largest wholesale nursery in the southern tablelands and sells high-quality, competitively priced plants to landscape and retail industries; Landcare groups; and local and state governments as well as the Australian Government. The Nursery propagates and grows cool climate plants from its own plant stock and seed bank including local, rare and endangered species.

The Yarralumla Nursery is seeking a highly motivated and committed staff member to work as part of a diverse team to assist in the wholesale production of container plants. The selected officer must have an awareness of horticultural requirements and be able to identify plant species grown in the Canberra region; and be fit, able to lift heavy materials and work outdoors in all seasons.

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

Eligibility/Other Requirements:

Hold a current driver's licence.

Hold a Chemcert 3 certificate or be willing to obtain

The following work safety capacity requirements apply to this role:

Pass a Fitness for Duty medical assessment prior to employment to ensure employee has the ability to:

Lift heavy materials (16-20kg)

Bend and lift repeatedly

Carry out a variety of other heavy manual work

Work outdoors in all seasons

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

How to Apply: Applicants must address the numbered Selection Criteria to be assessed for their suitability against this position. Responses are to be limited to no more than half an A4 page (maximum) against each of the Selection Criteria. Please also include a current curriculum vitae and list at least two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Jane Carder (02) 6205 3334 jane.carder@act.gov.au

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

City Operations

Development Coordination

Design Review and Asset Acceptance

Landscape Architect

Infrastructure Officer 2 \$87,822 - \$101,039, Canberra (PN: 50162)

Gazetted: 11 December 2020

Closing Date: 22 January 2021

Details: The landscape team within the Design Review and Asset Acceptance team is an operational section which is responsible for design review and asset acceptance relating to private and external developments including greenfield estates by the Suburban Land Agency and private developers, brownfields, infill projects and development applications. The landscape team plays a critical role to ensure that all developments meet standards and policies on landscape elements, including protection of existing trees and new tree plantings.

The primary responsibilities for this position are to assess a wide range of planning and design submissions and provide technical responses against design standards, codes, guidelines and policies, particularly on landscape elements, within given timeframes. This includes liaison with various Government entities and private consultants.

This role will be a suitably qualified Landscape Architect and requires a person who can inspire, energise and positively influence team and individual outcomes. The role, whilst not a supervisory role, may at times include supervising, managing and motivating a small team and providing appropriate support and guidance.

This position requires a strong team player with an outcomes focused attitude to assist in successfully delivering consistent and positive outcomes for both TCCS and a desire to achieve customer service excellence. The ideal candidate will possess the ability to work autonomously in an activity-based working (ABW) environment and remain focused on timely delivery of assessments and strive to foster positive working relationships with both internal and external stakeholders.

Eligibility/Other requirements: This role is specifically seeking a qualified Landscape Architect with associated landscape experience and other qualifications and relevant technical experience.

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

How to Apply: Applicants are asked to provide:

a supporting statement of up to three pages outlining experience and/or ability and addressing the requirements outlined in 'What You Require' in the attached Position Description

contact details of two referees

a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Hauzer (02) 6207 1612 Angela.Hauzer@act.gov.au

City Services

ACT NoWaste

Strategic Coordination and Planning

Assistant Director, Project Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 38476)

Gazetted: 11 December 2020

Closing Date: 18 December 2020

Details: The ACT NoWaste, Strategic Coordination and Planning team is seeking an Assistant Director, Project Officer, to work in the team to deliver high quality procurement, project management and quality assurance expertise. Working independently, but under the direction of the Program Director, the Assistant Director will plan, create and manage procurement, schedules and task breakdown structures related to the delivery and procurement of NoWaste projects.

Note: This permanent fulltime position is available from 1 January 2021. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020/21. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: The capabilities form the criteria that are required to perform the duties and responsibilities of the position. These should be referred to in the 'What you require' section of the Position Description and addressed in no more than four pages along with a current curriculum vitae. For further information contact Margaret Kitchin, Program Director SCP at margaret.kitchin@act.gov.au.

Applications should be submitted via the Apply Now button.

Contact Officer: Margaret Kitchin (02) 6207 7623 margaret.kitchin@act.gov.au

City Services

ACT NoWaste

Senior Director, Service Delivery

Senior Officer Grade A \$151,002, Canberra (PN: 50047)

Gazetted: 11 December 2020

Closing Date: 11 January 2021

Details: ACT NoWaste manages contracts and service agreements for a range of waste and recycling activities to residents and businesses. These services are provided at a number of facilities across the ACT as well as residential kerbside collections. ACT NoWaste designs, commissions and manages outsourced waste and recycling services which aim to encompass best practice, respond to community demand, maximise resource recovery and meet budget expectations.

A crucial component of this agenda is the provision of high-quality waste management services for the Canberra community through implementation of service agreements for a range of waste and recycling activities such as residential rubbish and recycling collections, Mugga Lane Landfill and the Hume Materials Recovery Facility operations.

The Senior Director, Service Delivery oversees the delivery of a broad range of outsourced waste management services, ensuring alignment with ACT waste management priorities and strategic objectives. Supported by the Service Delivery team, the Senior Director works closely with a range of key stakeholders, including the ACT NoWaste Executive Branch Manager, the ACT NoWaste leadership team, the TCCS Executive as well as other areas of TCCS, including Legal and Contracts and Development Coordination. Experience in relationship management with commercial operators will be vital.

Reporting to the ACT NoWaste Executive Branch Manager, the Senior Director will:

Lead the provision of strategic issues management and operational advice, research and analysis to the Government, Directorate and senior management, including coordination and review of briefs, strategic papers and other key government business mechanisms.

Identify and lead the development of options for best practice service delivery in order to drive the strategic priorities identified in the ACT Waste Management Strategy 2011-2025 and ACT Waste Feasibility Study.

Provide expertise in leading negotiation strategies with commercial parties engaged in service delivery contracts.

Establish and foster a culture of collaboration within ACT NoWaste, TCCS and other directorates, and represent the branch to internal government stakeholders and external forums, and, when required, in the media.

Identify, establish and implement accountable, transparent and responsive governance arrangements that drive continuous improvement and enhance organisational performance to achieve excellence in delivery of outsourced waste management services within identified budgets;

Inspire best practice and continuous improvement across the Service Delivery team, encouraging a safety culture and overseeing the work of the team in delivering sustainable outsourced waste management services for ACT residents; and

Oversee the safety and risk management of the current services provided and ensure integration of these practices in the development of future service models.

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:

Drivers licence (C-class).

Relevant tertiary qualifications, or equivalent experience, in a legal field, business administration, contract management or related discipline are highly desirable.

The position may require attendance at interstate conferences, meetings and site visits.

Note: This position has moved to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. This position is expected to be partly undertaken remotely and requires the selected candidate to ensure WHS guidelines are followed in the home office.

How to Apply: For your application to be considered, please provide a response to the capabilities listed below in a maximum of four pages. Also include a copy of your curriculum vitae.

Technical capabilities:

Demonstrated skills and knowledge in implementing the delivery of services, including contract development, management and interpreting and applying relevant legislation, policies and procedures.

Proven high-level experience and ability to lead, supervise, motivate and develop a high performing team to achieve excellence in service delivery in an operational context.

Demonstrated high level written and oral communication skills, effective negotiation, representation and presentation skills.

Demonstrated ability to apply sound judgement and deductive reasoning, to think broadly and critically to solve problems.

Demonstrated high-level ability to consistently display commitment to and leadership in the principles of workplace diversity, participative work practices and workplace health and safety.

Behavioural Capabilities:

Leadership and values people – motivate and develop people, values diversity and respects individuals while building a culture of improving practice.

Achieve results with integrity – develops organisational capability to deliver results, manages resources wisely and with probity, progresses evidence-based policy and procedures.

Foster collaboration – listens and communicates with influence, engages effectively across government, builds and maintains key relationships.

Applications should be submitted via the Apply Now button.

Contact Officer: Anthony Haraldson (02) 6207 5345 anthony.haraldson@act.gov.au

City Services

Roads ACT

Road Maintenance / Environmental Services

Program Supervisor - Stormwater

Infrastructure Officer 2 \$87,822 - \$101,039, Canberra (PN: 19906)

Gazetted: 11 December 2020

Closing Date: 11 January 2021

Details: Roads ACT are looking for suitable candidates to fill the position of Program Supervisor - Stormwater. The successful candidate will be responsible for overseeing the delivery of the stormwater maintenance contract and management of a small team of project officers and administration staff.

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

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 successful candidate will:

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

Hold a relevant building degree; or

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

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: Candidates should address Selection Criteria (what you require) in no more than one A4 page per criteria; supply contact details for two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button.

Contact Officer: Anand Joshi (02) 6205 4934 anand.joshi@act.gov.au

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

City Services

ACT NoWaste

Strategic Coordination and Planning

Assistant Director, Project Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 44702)

Gazetted: 11 December 2020

Closing Date: 14 January 2021

Details: ACT NoWaste is seeking an Assistant Director, to join the Strategic Coordination and Planning team to deliver a program of work and actively contribute to procurement, improved quality outcomes and the delivery of waste management contracts and projects on time and within budget.

The role will draw on extensive project management, procurement and quality assurance experience to deliver on-going procurements, contracts and projects for ACT NoWaste. This will require rigour and expertise in the management of this function.

The position requires the officer to actively engage with key stakeholders, interpret and apply relevant legislation and the ability to deliver project management competencies (which include project research, scoping, time management, budget estimation, procurement, quality assurance, human resource management, risk assessment, education and communications, and contract initiation).

The role requires high-level attention to detail and excellent communication and organisational skills.

Note: The position is available from 1 March 2021. An order of merit will be established from the selection process and may be used to fill future identified vacancies of the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangement, officers will not have a designated workstation/desk.

How to Apply: The capabilities form the criteria that are required to perform the duties and responsibilities for this position.

In no more than four pages or less, along with a current curriculum vitae, please tell us why you are suited to this role by addressing the criteria that is listed in the 'What you require' section of the Position Description. For further information contact the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margaret Kitchin (02) 6207 7623 Margaret.Kitchin@act.gov.au

City Services

City Presentation

Licensing and Compliance

Land Administration Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 25884, several)

Gazetted: 10 December 2020

Closing Date: 17 December 2020

Weeks to Close: 1

Details: Licensing and Compliance (L&C) is seeking highly motivated people to join the Land Use Licensing team. The team is responsible for coordinating the access and use of public unleased land in the territory. Currently based at Reid, the team is responsible for administering licences and permits for public land use and works with the community and government agencies to activate public land including:

Small private activities or events

Large public or commercial events

Construction activities

Commercial or community long term use

As a Land Administration Officer, you will be responsible for the review and implementation of municipal, event and long term land use requests. Your responsibilities include:

Operate as the primary Governmental stakeholder contact for licensing and permit procedural matters, including representing the unit at stakeholder meetings;

Under broad direction, manage the land use application process on behalf of L&C, including record management;

Manage and evaluate land use applications in line with the associated regulatory frameworks and legislation;

Manage payments, fee scheduling, invoicing and the receipt of public monies via Cashlink system associated with land use matters;

Conduct basic investigations of unauthorised public land use, manage referrals from compliance areas and assist in the negotiation of public land use terms;

Provide input for high level document drafting, including Standard Operating Procedures, ministerial correspondence, stakeholder letters, reports and Secretariat duties as required.

As an authorised officer, where required, represent the Territory for land use matters in the ACT Civil and Administrative Tribunal or in the ACT Magistrates Court;

Operate within an Activity Based Working environment, with the ability to work remotely, such as home office as required and

Assist with operational duties and support the Public Land Use Team as required.

Eligibility/Other requirements:

Mandatory:

Driver's licence

This position does require a pre-employment medical check

Desirable:

Experience and/or qualifications working in a licensing and/or regulatory within a public land use environment, with experience in working in customer service.

Sound knowledge of TCCS and Parks and Conservation estate managed land

Administration of office-based information technology including Microsoft Office Suite, Cashlink and Objective.

Notes: 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 at a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. In this recruitment process there are two full time permanent positions. Finalisation of this recruitment process will not occur until early 2021

How to Apply: Please submit a written application addressing the Selection Criteria (no more than two pages), 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: Darren Gerrard (02) 6205 7245 Darren.Gerrard@act.gov.au

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

APPOINTMENTS

ACT Health

Senior Information Technology Officer Grade B \$130,018 - \$146,368

Sonya Floyer, Section 68(1), 9 December 2020

Senior Officer Grade B \$130,018 - \$146,368

Paul Harrison, Section 68(1), 9 December 2020

Senior Information Technology Officer Grade B \$130,018 - \$146,368

Grace Keyworth, Section 68(1), 9 December 2020

Health Service Officer Level 6 \$60,679 - \$63,290

Jake Nicholls, Section 68(1), 9 December 2020

Canberra Health Services

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

Christopher Avila, Section 68(1), 14 December 2020

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

Melanie Bradley, Section 68(1), 10 December 2020

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

Ellen Dalton, Section 68(1), 10 December 2020

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

Neethu Emmanuel, Section 68(1), 17 December 2020

Health Professional Level 2 \$67,892 - \$93,203

Lucy Erickson, Section 68(1), 14 December 2020

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

Antero Fiel, Section 68(1), 17 December 2020

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

Simi Francis, Section 68(1), 7 December 2020

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

Courtney Garner, Section 68(1), 17 December 2020

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

Paul Guevarra, Section 68(1), 10 December 2020

Administrative Services Officer Class 2/3 \$58,230 - \$71,004

Kieran Jobson, Section 68(1), 7 January 2021

Registered Nurse Level 3.2 \$122,360

Norette Leahy, Section 68(1), 4 January 2021

Pharmacist Level 2/3 \$80,531 - \$110,536 (up to \$113,425 on achieving personal upgrade)

Jerril Mathew, Section 68(1), 1 February 2021

Administrative Services Officer Class 2/3 \$58,230 - \$71,004

Yvette Munro, Section 68(1), 7 January 2021

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

Kaylah Murdoch, Section 68(1), 17 December 2020

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

Ludmyla Popowycz, Section 68(1), 23 January 2021

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

Raena Reyes, Section 68(1), 17 December 2020

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

Nanita Sigdel, Section 68(1), 17 December 2020

Canberra Institute of Technology

Teacher Level 1 \$77,492 - \$103,397

Kaylene Bradley, Section 68(1), 9 December 2020

Teacher Level 1 \$77,492 - \$103,397

David Briggs, Section 68(1), 9 December 2020

Teacher Level 1 \$77,492 - \$103,397

Patricia Caldwell, Section 68(1), 9 December 2020

Teacher Level 1 \$77,492 - \$103,397

Nicole Costigan, Section 68(1), 9 December 2020

Teacher Level 1 \$77,492 - \$103,397

Xianfu Hao, Section 68(1), 9 December 2020

Teacher Level 1 \$77,492 - \$103,397

Bradley Jarrett, Section 68(1), 9 December 2020

Teacher Level 1 \$77,492 - \$103,397

Robert Jones, Section 68(1), 9 December 2020

Teacher Level 1 \$77,492 - \$103,397

Anita Jorritsma, Section 68(1), 9 December 2020

Teacher Level 1 \$77,492 - \$103,397

Gregory Kempton, Section 68(1), 9 December 2020

Teacher Level 1 \$77,492 - \$103,397

Scott Leighton, Section 68(1), 9 December 2020

Teacher Level 1 \$77,492 - \$103,397

Lissa Meggs, Section 68(1), 9 December 2020

Teacher Level 1 \$77,492 - \$103,397

Gayle Prager, Section 68(1), 16 December 2020

Teacher Level 1 \$77,492 - \$103,397

Tania Salvestro, Section 68(1), 9 December 2020

Technical Officer Level 1 \$60,130 - \$63,043

Brian Webb, Section 68(1), 9 December 2020

Teacher Level 1 \$77,492 - \$103,397

Bradford Wolter, Section 68(1), 9 December 2020

Chief Minister, Treasury and Economic Development

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

Leigh Aveyard, Section 68(1), 14 December 2020

Administrative Services Officer Class 5 \$81,407 - \$86,168

Georgia Green, Section 68(1), 9 December 2020

Administrative Services Officer Class 6 \$87,715 - \$100,388

Marika Hammerling, Section 68(1), 10 December 2020

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

Brodie Liddell, Section 68(1), 10 December 2020

Administrative Services Officer Class 3 \$65,976 - \$71,004

Melissa Lim, Section 68(1), 14 December 2020

Administrative Services Officer Class 3 \$65,976 - \$71,004

Mary Wong, Section 68(1), 14 December 2020

Community Services

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

Ashley Bladon, Section 68(1), 10 December 2020

Education

Administrative Services Officer Class 4 \$73,248 - \$79,310

Madeline Howard, Section 68(1), 14 December 2020

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

Nesrin Riches, Section 68(1), 11 December 2020

Administrative Services Officer Class 5 \$81,407 - \$86,168

Naznin Schwab, Section 68(1), 10 December 2020

Senior Psychologist \$136,941

Kristy Ward, Section 68(1), 14 December 2020

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$87,715 - \$100,388

Bonny Dietrich, Section 68(1), 9 December 2020

Administrative Services Officer Class 5 \$81,407 - \$86,168

Holly Franklin, Section 68(1), 14 December 2020

Administrative Services Officer Class 6 \$87,715 - \$100,388

Elsie Percival, Section 68(1), 14 December 2020

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

Rachel U'Ren, Section 68(1), 15 December 2020

Justice and Community Safety

Administrative Services Officer Class 5 \$81,407 - \$86,168

Teagan Day, Section 68(1), 15 December 2020

Administrative Services Officer Class 3 \$65,976 - \$71,004

Ashleigh Dewar, Section 68(1), 14 December 2020

Administrative Services Officer Class 3 \$65,976 - \$71,004

Nirada Phonsaya, Section 68(1), 14 December 2020

Transport Canberra and City Services

Administrative Services Officer Class 6 \$87,715 - \$100,388

Christopher Doyle, Section 68(1), 17 December 2020

Bus Operator - Training \$71,642

Shane Gurney, Section 68(1), 12 December 2020

Infrastructure Officer 4 \$131,141 - \$148,993

Elizabeth Lowe, Section 68(1), 15 December 2020

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

Nethmei Senarath, Section 68(1), 14 December 2020

Infrastructure Officer 3 \$110,651 - \$121,464

Tanya Taudevin, Section 68(1), 16 December 2020

TRANSFERS

Canberra Health Services

Alessandra Myers

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

To: Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)
Canberra Health Services, Canberra (PN. 23970) (Gazetted 8 October 2020)

PROMOTIONS

ACT Health

Digital Solutions

Technology Operations

Nicholas Murray

From: Graduate Administrative Assistant \$73,248 - \$75,492

ACT Health

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

ACT Health, Canberra (PN. 49754) (Gazetted 1 January 2000)

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

Digital Solutions

Technology Operations

Zane Rogalewicz

From: Graduate Administrative Assistant \$73,248 - \$75,492

ACT Health

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

ACT Health, Canberra (PN. 45753) (Gazetted 1 January 2000)

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

ACT Teacher Quality Institute

Claudia Moore

From: Senior Officer Grade B \$130,018 - \$146,368

ACT Teacher Quality Institute

To: †Senior Officer Grade A \$151,002

ACT Teacher Quality Institute, Canberra (PN. 38420) (Gazetted 30 October 2020)

Canberra Health Services

Chief Operating Officer Clinical Services

Gloria Chitsungo

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. 10814) (Gazetted 8 October 2020)

Chief Operating Officer Clinical Services

Rowena Gouw

From: Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services

To: †Registered Nurse Level 4.2 \$131,034

Canberra Health Services, Canberra (PN. 19393) (Gazetted 17 October 2019)

Chief Operating Officer Clinical Services

Belinda Behl

From: Health Professional Level 2 \$67,892 - \$93,203

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 26606) (Gazetted 12 November 2020)

Canberra Health Services

Amy Power

From: Health Professional Level 2 \$67,892 - \$93,203

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 46496) (Gazetted 29 October 2020)

Clinical Services

Katrina Rea

From: Senior Officer Grade B \$130,018 - \$146,368

Canberra Health Services

To: †Senior Officer Grade A \$151,002

Canberra Health Services, Canberra (PN. 36826) (Gazetted 16 October 2020)

Medical Services

Astrid Socha Hernandez

From: Pharmacist Level 1 \$72,260 - \$83,418

Canberra Health Services

To: Pharmacist Level 2/3 \$80,531 - \$110,536 (up to \$113,425 on achieving personal upgrade)

Canberra Health Services, Canberra (PN. 18610) (Gazetted)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 16 Direct Appointment - Health Directorate

Chief Operating Officer Clinical Services

Andrew Stewart

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 02247) (Gazetted 8 October 2020)

Chief Minister, Treasury and Economic Development

Workforce Capability and Governance

Carys Atkinson

From: Graduate Administrative Assistant \$73,248 - \$75,492

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 13017) (Gazetted 1 January 2000)

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

Finance and Budget Group

Budget Coordination and Reporting

Bushra Azwer

From: Graduate Administrative Assistant \$73,248 - \$75,492

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 34655) (Gazetted 1 January 2000)

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

Policy and Cabinet

Social Policy

Chieh-An Chen

From: Graduate Administrative Assistant \$73,248 - \$75,492

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 36443) (Gazetted 1 January 2000)

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

Policy and Cabinet

Libby Chilvers

From: Graduate Administrative Assistant \$73,248 - \$75,492

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 39604) (Gazetted 1 January 2000)

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

Workforce Capability and Governance

Secure Local Jobs Code Branch

Vittorio Colosimo

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development, Canberra (PN. 42362) (Gazetted 12 October 2020)

Procurement ACT

Goods and Services

Bradley Elliott

From: Graduate Administrative Assistant \$73,248 - \$75,492

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 28135) (Gazetted 1 January 2000)

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

Access Canberra

Rahul Kadam

From: Graduate Administrative Assistant \$73,248 - \$75,492

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 25145) (Gazetted 1 January 2000)

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

Access Canberra

Nicholas Lee

From: Graduate Administrative Assistant \$73,248 - \$75,492

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 01872) (Gazetted 1 January 2000)

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

Shared Services

Shared Services ICT

Shiguang Li

From: Graduate Administrative Assistant \$73,248 - \$75,492

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 36586) (Gazetted 1 January 2000)

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

Shared Services

Shared Services ICT

Qiong Liu

From: Graduate Administrative Assistant \$73,248 - \$75,492

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 49473) (Gazetted 1 January 2000)

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

Finance and Budget Group

Social Policy

Zi Cheng Loo

From: Graduate Administrative Assistant \$73,248 - \$75,492

Chief Minister, Treasury and Economic Development

To: Administrative Officer - Professional Services \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 34538) (Gazetted 1 January 2000)

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

Shared Services

Shared Services ICT

Paul Manley

From: Graduate Administrative Assistant \$73,248 - \$75,492

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 09922) (Gazetted 1 January 2000)

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

Finance and Budget Group

Budget Coordination and Reporting

Akila Narayanan

From: Graduate Administrative Assistant \$73,248 - \$75,492

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 36375) (Gazetted 1 January 2000)

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

Policy and Cabinet

Economic and Regional Policy Branch and Social Policy Branch

Productivity and Regulation Reform and Social Policy

Donna Pearce

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

Community Services

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 55921) (Gazetted 2 September 2020)

Procurement ACT

Goods and Services

Laura Rayner-Smith

From: Graduate Administrative Assistant \$73,248 - \$75,492

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 30791) (Gazetted 1 January 2000)

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

Shared Services

Shared Services ICT

Dilini Rodrigo

From: Graduate Administrative Assistant \$73,248 - \$75,492

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 49920) (Gazetted 1 January 2000)

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

Shared Services

Finance Services

Daehyeon Seo

From: Graduate Administrative Assistant \$73,248 - \$75,492

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 49552) (Gazetted 1 January 2000)

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

Strategic Finance

Zonghan Wu

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development, Canberra (PN. 38533) (Gazetted 21 August 2020)

Community Services

Housing ACT

Infrastructure and Contracts

Portfolio Planning and Alignment

Sarah Lee

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Community Services

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Community Services, Canberra (PN. 49159) (Gazetted 30 November 2020)

Education

Media and Communications

Crystal Bevan

From: Graduate Administrative Assistant \$73,248 - \$75,492

Education

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Education, Canberra (PN. 07337) (Gazetted 1 January 2000)

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

School Performance and Improvement

Belconnen Network

Hawker College

Druen Braun

From: Youth Worker 1/2 \$65,976 - \$79,310

Community Services

To: School Assistant 4 \$67,267 - \$72,837
Education, Canberra (PN. 40292) (Gazetted 20 November 2019)

School Performance and Improvement

North and Gungahlin Network

Black Mountain School

Morgan Galbraith-Hamilton

From: School Assistant 2 \$48,856 - \$53,947
Education

To: Administrative Services Officer Class 6 \$87,715 - \$100,388
Education, Canberra (PN. 38685) (Gazetted 28 September 2020)

People and Performance

Aedon Koning

From: Graduate Administrative Assistant \$73,248 - \$75,492
Education

To: Administrative Services Officer Class 5 \$81,407 - \$86,168
Education, Canberra (PN. 42707) (Gazetted 1 January 2000)

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

School Performance and Improvement

Belconnen Network

Hawker College

Natasha Leonard

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

To: †Senior Officer Grade B \$130,018 - \$146,368
Education, Canberra (PN. 48291) (Gazetted 1 December 2020)

School Performance and Improvement

Belconnen Network

Giralang Primary School

Louise Robinson

From: School Assistant 2 \$49,516 - \$54,675
Education

To: Administrative Services Officer Class 4 \$73,248 - \$79,310
Education, Canberra (PN. 46431) (Gazetted 19 November 2020)

School Performance and Improvement

School Improvement

Angela Spence

From: \$194,304
Education

To: †Director School Improvement \$202,899
Education, Canberra (PN. 19163) (Gazetted 2 October 2020)

School Performance and Improvement

North and Gungahlin Network

Campbell High School

Helena Williams

From: School Assistant 4 \$67,267 - \$72,837
Education

To: †Senior Officer Grade C \$110,397 - \$118,832
Education, Canberra (PN. 30961) (Gazetted 13 November 2020)

Education

School Performance and Improvement

North Gungahlin Network

Margaret Hendry School

Benjamin White

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

Education

To: † School Leader C \$126,542

Education, Canberra (PN:48818) (Gazetted 03 November 2020)

School Performance and Improvement

North Gungahlin Network

Margaret Hendry School

Elisha Marks

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

Education

To: † School Leader C \$126,542

Education, Canberra (PN:48785) (Gazetted 03 November 2020)

School Performance and Improvement

North Gungahlin Network

Margaret Hendry School

Hayden Whitfield

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

Education

To: † School Leader C \$126,542

Education, Canberra (PN:48818) (Gazetted 03 November 2020)

School Performance and Improvement

North Gungahlin Network

Margaret Hendry School

Charlotte Kewley

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

Education

To: † School Leader C \$126,542

Education, Canberra (PN:48818) (Gazetted 03 November 2020)

Environment, Planning and Sustainable Development

Planning, Land and Building Policy

Major Projects - City

Kathleen Bolger

From: Graduate Administrative Assistant \$73,248 - \$75,492

Environment, Planning and Sustainable Development

To: Administrative Officer - Professional Services \$81,407 - \$86,168

Environment, Planning and Sustainable Development, Canberra (PN. 15097) (Gazetted 1 January 2000)

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

**Urban Renewal
Strategic Projects and Infrastructure
Lea Durie**

From: Infrastructure Officer 5 \$156,876
Environment, Planning and Sustainable Development
To: †Infrastructure Manager/Specialist 3 \$192,249
Environment, Planning and Sustainable Development, Canberra (PN. 16822) (Gazetted 21 October 2020)

**Environment
Conservation Research
Martyn Ellis**

From: Graduate Administrative Assistant \$73,248 - \$75,492
Environment, Planning and Sustainable Development
To: Administrative Services Officer Class 5 \$81,407 - \$86,168
Environment, Planning and Sustainable Development, Canberra (PN. 49766) (Gazetted 1 January 2000)
This promotion to a non-advertised position has been made under section C6 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021

**Chief Operating Officer
Governance, Compliance and Legal
Rachel Gilbertson**

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
Environment, Planning and Sustainable Development, Canberra (PN. 49178) (Gazetted 17 September 2020)

**Climate Change and Sustainability
Program Delivery
Marlin Hanna**

From: Graduate Administrative Assistant \$73,248 - \$75,492
Environment, Planning and Sustainable Development
To: Administrative Services Officer Class 5 \$81,407 - \$86,168
Environment, Planning and Sustainable Development, Canberra (PN. 38741) (Gazetted 1 January 2000)
This promotion to a non-advertised position has been made under section C6 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021

**Climate Change and Sustainability
Policy Delivery (Energy)
Karen Khoo**

From: Graduate Administrative Assistant \$73,248 - \$75,492
Environment, Planning and Sustainable Development
To: Administrative Services Officer Class 5 \$81,407 - \$86,168
Environment, Planning and Sustainable Development, Canberra (PN. 49768) (Gazetted 1 January 2000)
This promotion to a non-advertised position has been made under section C6 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021

**Climate Change and Sustainability
Program Delivery (Households)
Nicole Sanhueza Smith**

From: Graduate Administrative Assistant \$73,248 - \$75,492
Environment, Planning and Sustainable Development
To: Administrative Services Officer Class 5 \$81,407 - \$86,168
Environment, Planning and Sustainable Development, Canberra (PN. 49770) (Gazetted 1 January 2000)
This promotion to a non-advertised position has been made under section C6 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021

Climate Change and Sustainability

Program Delivery

Madeline Short

From: Graduate Administrative Assistant \$73,248 - \$75,492

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Environment, Planning and Sustainable Development, Canberra (PN. 49767) (Gazetted 1 January 2000)

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

Planning, Land and Building Policy

Land Economics, Strategy and Policy

Isabel Vaughan

From: Graduate Administrative Assistant \$73,248 - \$75,492

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Environment, Planning and Sustainable Development, Canberra (PN. 49769) (Gazetted 1 January 2000)

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

Justice and Community Safety

Emergency Services

Media and Communications

Natasha-Eloise Andrade

From: Graduate Administrative Assistant \$73,248 - \$75,492

Justice and Community Safety

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Justice and Community Safety, Canberra (PN. 49985) (Gazetted 1 January 2000)

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

Legislation Policy and Programs

Criminal Law Group

Nicola Sheville

From: Graduate Administrative Assistant \$73,248 - \$75,492

Justice and Community Safety

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Justice and Community Safety, Canberra (PN. 37497) (Gazetted 1 January 2000)

This promotion to a non-advertised position has been made under section C6 € of the Administrative and Related Classifications Enterprise Agreement 2018-2021

Major Projects Canberra

Project Development and Support

Prequalification and Contracts

Anthony Gattas

From: Graduate Administrative Assistant \$73,248 - \$75,492

Major Projects Canberra

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Major Projects Canberra, Canberra (PN. 45766) (Gazetted 1 January 2000)

This promotion to a non-advertised position has been made under section C6 (e) of the Administrative and Related Classifications Enterprise Agreement 2013-2017

Light Rail

Carrell Hambrick

From: Graduate Administrative Assistant \$73,248 - \$75,492

Major Projects Canberra

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Major Projects Canberra, Canberra (PN. 45411) (Gazetted 1 January 2000)

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

Infrastructure Delivery Partners

Commercial Infrastructure

Shunqi Sun

From: Graduate Administrative Assistant \$73,248 - \$75,492

Major Projects Canberra

To: Infrastructure Officer 1 \$72,803 - \$86,020

Major Projects Canberra, Canberra (PN. 33420) (Gazetted 1 January 2000)

This promotion to a non-advertised position has been made under section C6 (e) of the Technical and Other Professional Enterprise Agreement 2018-2021

Transport Canberra and City Services

Transport Canberra

Strategic Policy and Customer

James Abbott

From: Graduate Administrative Assistant \$73,248 - \$75,492

Transport Canberra and City Services

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Transport Canberra and City Services, Canberra (PN. 50024) (Gazetted 1 January 2000)

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

City Services

NOWaste

Tammy Amirian

From: Graduate Administrative Assistant \$73,248 - \$75,492

Transport Canberra and City Services

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Transport Canberra and City Services, Canberra (PN. 50048) (Gazetted 1 January 2000)

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

City Services

Roads ACT

Cheuk Leung Cheung

From: Graduate Administrative Assistant \$73,248 - \$75,492

Transport Canberra and City Services

To: Infrastructure Officer 1 \$72,803 - \$86,020

Transport Canberra and City Services, Canberra (PN. 03138) (Gazetted 1 January 2000)

This promotion to a non-advertised position has been made under section C6 (e) of the Technical and Other Professional Enterprise Agreement 2018-2021

City Services

Infrastructure Delivery

Kencho Choden

From: Graduate Administrative Assistant \$73,248 - \$75,492

Transport Canberra and City Services

To: †Infrastructure Officer 1 \$72,803 - \$86,020

Transport Canberra and City Services, Canberra (PN. 50013) (Gazetted 1 January 2000)

This promotion to a non-advertised position has been made under section C6 (e) of the Technical and Other Professional Enterprise Agreement 2018-2021

City Services

Infrastructure Delivery

Ella Doney

From: Infrastructure Officer 2 \$87,822 - \$101,039

Transport Canberra and City Services

To: †Infrastructure Officer 3 \$110,651 - \$121,464

Transport Canberra and City Services, Canberra (PN. 18941) (Gazetted 28 July 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.

Infrastructure Delivery and Waste

ACT NoWaste

Business Analytics and Support

Chloe Hasler

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$73,248 - \$79,310

Transport Canberra and City Services, Canberra (PN. 48004) (Gazetted 26 November 2020)

Worksafe ACT

Compliance and Enforcement

General Inspectorate

Michael Foster

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Worksafe ACT

To: †Senior Officer Grade C \$110,397 - \$118,832

Worksafe ACT, Canberra (PN. 05771) (Gazetted 16 November 2020)

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