



ACT Government Gazette

Gazetted Notices for the week beginning 22 November 2018

VACANCIES

ACT Long Service Leave Authority

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

Operations

Client Service Team Leader

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 17793)

Gazette Date: 22 November 2018

Closing Date: 29 November 2018

Details: The ACT Long Service Leave Authority (the Authority) is a small organisation established to administer portable long service leave benefit schemes under the Long Service Leave (Portable Schemes) Act 2009, for workers in the ACT engaged in the Building and Construction, Contract Cleaning, Community Sector and Security Industries. The Operations Team within the Authority comprises the Client Service and Benefits Teams and deals with the registration of employers, submission and payment of quarterly returns, processing of long service leave benefits to workers and reimbursements to employers and all general enquiries for each of the covered industry in accordance with the legislation. Reporting to the Client Service Manager the Client Service Team Leader is primarily responsible for the supervision of the Client Service and Benefits Teams in the day to day activities of both teams ensuring the Authority's key objectives are met in accordance with the Statement of Intent. The successful applicant will possess exceptional customer service skills, high level collaboration and organisation skills and have relevant experience in the interpretation and application of legislation. The Authority provides staff with flexible working arrangements, access to a range of roles and training that is tailored to their career goals. Staff working within the Authority are expected to demonstrate quality customer service and team work skills, be willing to continuously improve, be outcome focused and accountable for their actions. Further information relating to the ACT Long Service Leave Authority can be found at <http://www.actleave.act.gov.au/>.

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

Applications should be sent to the contact officer.

Contact Officer: Tim Mitchell (02) 6247 3900 tim.mitchell@actleave.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

CIT Health, Community and Science

Human Services

Clinical Facilitator

Teacher Level 1 (CIT) \$70,519 - \$94,094, Canberra (PN: 41806)

Gazetted: 22 November 2018

Closing Date: 30 November 2018

Details: An exciting opportunity has opened up for a Registered Nurse who is interested in teaching and providing Clinical supervision to Enrolled Nursing students in the Vocational Education and Training sector at CIT Human Services Department. The Department of Human Services delivers a range of programs from the National Training Packages in Community Services and Health Care. These include the Certificate III in Individual Support (Ageing,

Disability and Home and Community), Certificate IV in Ageing and Disability and the Diploma in Nursing, as well as a range of non-accredited, industry specific programs for the continual education of industry professionals. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the 12 months of commencement of employment and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent). Teachers in the Diploma of Nursing Program are required to have a current registration with Australia Health Practitioner Regulation Agency (AHPRA) and a professional qualification relevant to teaching nursing at AQF Level 7 as per Australian Nursing and Midwifery Accreditation Council (ANMAC) requirements. Industry Experience in accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Current drivers licence. Well attested management/organizational skills are desirable. 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 for a period of 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. Contact Officer: Linda Wellington (02) 6207 0972 linda.willington@cit.edu.au

Technology and Design

Horticulture and Floristry

Horticulture Teacher – General Horticulture

Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 51283, several)

Gazetted: 23 November 2018

Closing Date: 7 December 2018

Details: The department of Horticulture and Floristry at CIT is seeking individuals who have demonstrated professional knowledge and practical skills appropriate to teaching across a range of Horticulture programs. Applicants must have relevant qualifications and experience within the horticulture industry as well as the minimum teaching qualifications listed below. CIT 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 qualifications and/or registrations/licencing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience in accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Note: This is a permanent part-time position working 22 hours per week. The full-time salary noted above will be paid pro rata.

How to Apply: All applications, including Application Coversheet, your written response to Selection criteria, resume and referee report. Applications should be sent to jobs@act.gov.au

Contact Officer: Julie Collins (02) 6207 3024 julie.collins@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Access Canberra

Regulatory Solutions and Compliance

Business Engagement, Education and Compliance

Senior Inspector

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 19636)

Gazetted: 22 November 2018

Closing Date: 6 December 2018

Details: Here is your opportunity to work within a busy, dynamic and dedicated compliance team within Access Canberra. The Business Engagement, Education and Compliance Team will see you working on a variety of matters involving gaming, liquor and fair trading (to name a few!). The successful applicant will be able to demonstrate their ability to engage, educate and enforce in line with Access Canberra's Compliance Framework. As Senior Inspector you will be required to exercise powers and use a risk/harm based regulation model to conduct inspections/investigations, both individually and as a team member. This position may involve the direct supervision of personnel.

Eligibility/Other Requirements: A current driver's licence is essential. A Certificate IV in Government (Investigations) or relevant experience in a regulatory environment is desirable. 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.

Note: An order of merit may be established to fill future identical vacancies at level which may arise over the next 12 months.

How to Apply: The applications should include a curriculum vitae including the details of two referees and a two page response detailing: 1) Your most relevant achievement in the last five years and how it relates to this position and its duties, and 2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Contact Officer: Janelle Grattidge (02) 6207 0067 janelle.grattidge@act.gov.au

Policy and Cabinet

Territory Records Office

Senior Advisor, ACTPS Digital Records Transition Project

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41862, several)

Gazetted: 27 November 2018

Closing Date: 12 December 2018

Details: An exciting opportunity is available for two highly motivated professionals to assist the ACT Public Service to transition to a 'paper lite' digital recordkeeping environment. Working with the Territory Records Office and Shared Services Record Services, the Senior Advisors will lead projects providing business analysis and support to agencies adopting digital recordkeeping and advising on the responsible handling of legacy paper records (i.e. digitisation, sentencing and disposal). The successful applicants will require experience in contemporary records and information management practice, highly developed interpersonal and communication skills, and the ability to manage self and others to achieve the timely completion of project activities. The 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: There are two temporary positions available, one for 24 months and the other for 36 months. The positions may be located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. An order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: Applicants should include a two page statement outlining their relevant experience against the Selection Criteria, contact details of two referees and a current Curriculum Vitae.

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

Access Canberra

Projects, Governance and Support

CRM and CXP Customer Experience and Design

Customer Service Integration Analyst

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 48045, several)

Gazetted: 27 November 2018

Closing Date: 4 December 2018

Details: Are you able to place the customer first in the design of digital services? Do you relish the prospect of problem solving and engaging with service challenges? At Access Canberra, we are focused on delivering innovative solutions that create positive change in our community. We are often the first point of contact for anyone wanting to interact with the ACT Government and we are working to make this process easier, simpler and faster for all. The Customer Experience and Design team is currently looking for an enthusiastic, results-driven person to provide support for the ACT Government Customer Relationship Management (CRM) system using specialised software applications. At Access Canberra, we find innovative solutions that create positive change in our community. If you have experience in the development of digital service delivery, we want to hear from you. Please review the Position Description for details about the role and associated responsibilities. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience in CSS3 (Bootstrap), HTML5 and JavaScript (Jquery and Angular libraries), and expertise in implementing customer-focused services/initiatives and re-engineered business processes, particularly those involving internet-based services and databases.

Note: There is one permanent position and one temporary position available for four months with the possibility of extension. Applicants are encouraged to phone the Contact Officer to discuss the roles and related responsibilities prior to submitting your application. Suitability for this position will be assessed on the skills, knowledge and behaviour, based on the duties and Selection Criteria listed in the Position Description.

Contact Officer: Vladislav Munteanu (02) 6205 5460 vladislav.munteanu@act.gov.au

Communications and Engagement

Whole of Government Communications

Communications Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 18964)

Gazetted: 27 November 2018

Closing Date: 11 December 2018

Details: We are looking for a highly organised person with excellent communication and liaison skills to join the Whole of Government Communications team. If you are solution-focussed, have strong attention to detail and thrive in a busy team environment - we would love to hear from you. Key responsibilities include delivering a suite of tools, programs and services to support efficient and effective whole of government communications and community engagement. You will also work with communications teams across government to ensure timely and accurate forecasting and reporting of communications activities and outcomes. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. This position is part-time at 22-28 hours per week (negotiable) and the full-time salary noted above

will be paid pro-rata. This team works in an Activity Based Working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.

Contact Officer: Helen Gombar-Millynn (02) 6205 3696 helen.gombar-Millynn@act.gov.au

Treasury

Finance and Budget Division

Policy and Financial Analyst

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 36375, several)

Gazetted: 28 November 2018

Closing Date: 9 December 2018

Details: Are you looking for an opportunity to learn more about ACT Government and to build a government career? Do you want to help develop and manage budgets, have you ever wondered what working on a budget is like or interested in contributing to expenditure and operational reviews of government services and functions? The ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for a number of Policy and Finance Analysts at the Administrative Services Officer 5 level. The positions provide a great opportunity to see the inside workings of the budget or expenditure review processes, and to contribute to delivering the Government's key policy priorities including planning and oversight of investment in infrastructure and government services in the ACT. The successful applicant(s) will join either a small team undertaking expenditure reviews or working on the ACT Budget. This may involve working to tight deadlines in the lead up to the ACT Budget in June. We offer a variety of interesting work, such as: review of business cases and reports; undertaking complex research and analysis; developing advice about financial and performance outcomes, cost pressures and unspent funds; identifying service delivery issues in the context of legislative, policy, community and operational drivers; assisting to develop annual budget papers; collaborating on research and analysis projects; and liaising with people in the directorate and in other parts of the ACT Government. Please apply if you are interested to learn more about the Budget or review processes and if you have the ability to analyse and interpret policy, statistical and financial information. We are looking for someone able to use Microsoft Excel and Word when analysing and reporting on financial, economic, policy and administrative issues. We will help you in learning to use in-house budget and reporting systems, including TM1. We need people who are good communicators and team players and who are enthusiastic and enjoy learning new things.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in Accounting, Economics, Commerce or Finance are highly desirable. Public Policy or Business Administration qualifications would also be relevant.

Note: These are several temporary positions available for filling. Initially available for a period of up to six months with possibility of extension up to less than 12 months and/or permanency. An order of merit will be established from the selection process and this may be used to fill similar vacancies over the next twelve months.

How to Apply: Please email your resume, Application Coversheet and comments against each of the Selection Criteria directly to catriona.vigor@act.gov.au by midnight of the close date. Applications should be sent to the Contact Officer.

Contact Officer: Catriona Vigor (02) 6205 3187 catriona.vigor@act.gov.au

Corporate

Corporate Management

Reporting and Information Management - Executive Support

Business Support Officer - Executive Support

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 40339)

Gazetted: 27 November 2018

Closing Date: 5 December 2018

Details: Executive Support, within Chief Minister, Treasury and Economic Development (CMTEDD) Corporate Management, provides business support services to the ACT Executive, which consists of the eight ACT Government Ministers and their staff. The Business Support Officer role primarily supports the Business Manager to maintain high quality and productive relationships with a range of stakeholders in a complex and fast-paced environment, to support the oversight of systems and work practices, as well as the seamless delivery of high calibre business support services to the ACT Executive. The Business Support Officer will assist with financial management functions (including accounts payable), Ministerial travel arrangements, staff contracts, reporting and other administrative functions of the business unit. 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.

How to Apply: Application should be sent to jobs@act.gov.au by the advertised closing date. Please do not send applications directly to the Contact Officer.

Contact Officer: Lauren Cairns (02) 6207 0372 lauren.cairns@act.gov.au

Property and Venues

Venues Canberra

Assistant Accountant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 33264)

Gazetted: 28 November 2018

Closing Date: 5 December 2018

Details: Venues Canberra hosts the Territory's major events at its venues being GIO Stadium, Manuka Oval, Stromlo Forest Park and Exhibition Park in Canberra. We are seeking a highly motivated person for the position of Assistant Accountant. You will be responsible for processing financial transactions including accounts payable and receivable, account and credit card reconciliations and end of month processes. The position will oversee the payroll process and be the first point for Human Resources (HR) queries. Additionally, the ability to review and develop processes and policies and analyse financial data is essential. 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: It is expected that you will have two to five years of business administrative experience and qualifications in accounting, business or finance are highly desirable.

Note: This is a temporary position available from 10 December 2018 to 30 June 2019 with the possibility of extension and/or permanency.

How to Apply: Please respond by providing a resume and a written response to the Selection Criteria and sending the application to jobs@act.gov.au.

Contact Officer: Melissa Orr (02) 6256 6704 melissa.orr@act.gov.au

Access Canberra

Regulatory Solutions and Compliance

Business Engagement, Education and Compliance

Inspector

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 55508)

Gazetted: 28 November 2018

Closing Date: 12 December 2018

Details: Sick of doing the same thing day in, day out? You won't get bored in this position which offers a lot of variety. The Business Engagement, Education and Compliance Team will see you working on a vast range of matters in relation to gaming, liquor, security and fair trading (to name a few!). The successful applicant will be able to demonstrate their ability to engage, educate and enforce in line with Access Canberra's Compliance Framework. As Inspector you will be required to exercise powers and use a risk/harm based regulation model to conduct inspections/investigations, both individually and as a team member. 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 driver's licence is essential. A Certificate IV in Government (Investigations) or relevant experience in a regulatory environment is desirable but not essential.

Note: An order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the position description.

Applications should be sent to jobs@act.gov.au and include a Curriculum Vitae including the details of two referees and a two page response detailing: 1. Your most relevant achievement in the last five years and how it relates to this position and its duties, and 2. Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Contact Officer: Janelle Grattidge (02) 6207 0067 janelle.grattidge@act.gov.au

Access Canberra

Environment Protection Authority

Environment Protection Officer

Technical Officer Level 3 \$69,148 - \$78,145, Canberra (PN: 26736)

Gazetted: 28 November 2018

Closing Date: 12 December 2018

Details: Are you looking for an opportunity to kick off your career in Environmental Protection in the public service? Do you have a passion for the environment and regulation? Then a role in our team might be just what you are looking for. The Environment Protection Authority (EPA) is the primary environmental regulator for the ACT. Our Mission is to protect and enhance the well-being of the environment and community as the ACT's primary environmental regulator. Our Vision is a sustainable environment for future generations. In this role you will learn about the risk/harm principle of regulation which helps to protect our environment. You will review applications, undertake inspections and compliance activities and make recommendations relating to applications for approvals and licenses. The EPA is responsible for a range of environment protection issues including air and water quality, hazardous materials, contaminated sites and environmental noise. We administer the *Environment Protection Act 1997*, the *Water Resources Act 2004*, *Clinical Waste Act 1990* and the *Lakes Act 1970*. Please review the Position Description for details about this role and its duties/responsibilities. 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 for three months with the possibility of extension less than 12 months and/or permanency.

How to Apply: Applicants are required to submit a two page pitch giving us examples that show you have the skills, knowledge and behaviours making you the best person for this role, current Curriculum Vitae and contact details of at least two referees. Your application will be assessed against the Selection Criteria of the skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Applicants are encouraged to phone the Contact Officer.

Contact Officer: Narelle Sargent (02) 6207 5782 narelle.sargent@act.gov.au

Shared Services

Strategic Finance

Costings and Assurance

Assistant Accountant/Auditor

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 13236 several)

Gazetted: 23 November 2018

Closing Date: 30 November 2018

Details: Do you want to make a difference to the ACT Community? Do you want to be part of an innovative business and friendly team environment/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Strategic Finance team is looking for you! Shared Services' vision is to provide efficient, effective services based on accountability and best practice. You will be responsible for a wide range of finance related activities including conducting internal assurance audits and undertaking data analysis as well as supporting the other teams with Strategic Finance when required. You will have very good communication skills which will greatly assist in you providing support to your managers, working in a dynamic and complex environment. We want an innovative, forward-thinking professional who does not mind digging into data and searching for potential loopholes and vulnerabilities. Your enthusiasm, analytical skills and forensic potential as well as your ability to manage and prioritise workloads will ensure your suitability for the role. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available from 10 December 2018 to 28 June 2019, with possibility of extension until 30 November 2019 and/or the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Please include a copy of your resume, application form and a two page pitch demonstrating your suitability against the What Will You Do, Professional Skills/Knowledge and Behavioural Capabilities required for this role as outlined in the attached Position Description.

Contact Officer: Savita Cooke (02) 6207 9406 savita.cooke@act.gov.au

Access Canberra

Licensing and Registrations

Liquor and Gaming

Licensing Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 42544, several)

Gazetted: 27 November 2018

Closing Date: 12 December 2018

Details: Are you looking for interesting and fulfilling work in a unique Government environment where you can see the impact you have on the Canberra Community and the opportunity to work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise. Access Canberra helps community organisations, businesses and individuals work with the ACT Government and is constantly looking for new ways to deliver our services. The Liquor and Gaming Unit processes applications for new licences, registrations and permits and the renewal of these on behalf of the Commissioner for Fair Trading and the ACT Gambling and Racing Commission and is looking for dynamic, flexible solution focused applicants to join the unit in the licensing officer role. The successful applicants will be part of a cooperative team focused on delivering regulatory outcomes whilst creating an environment conducive to innovation and change. 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: Relevant tertiary qualifications or experience in a complex work environment are highly desirable.

Note: This recruitment process will fill one permanent position. Additionally, an order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: Applicants should include a supporting statement of no more than one page outlining experience and/or ability in the above areas, contact details of at least two referees and a current Curriculum Vitae.

Contact Officer: Dale Pegg (02) 6207 0458 dale.pegg@act.gov.au

Policy and Cabinet

Territory Records Office

Team Member, ACTPS Records Sentencing Project

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 41863, several)

Gazetted: 28 November 2018

Closing Date: 12 December 2018

Details: The Territory Records Office has an exciting opportunity for motivated information management staff to assist the ACT Public Service to prepare to transition to a 'paper lite' digital recordkeeping environment. As part of a small project team, the successful applicants will provide advice, education and training to agency staff across the ACT Government on the responsible handling of legacy paper records (i.e. sentencing, destruction and digitisation). To be successful in this role you will require a good understanding of records management principles, including sentencing and disposal, strong stakeholder liaison skills and an ability to manage competing demands and tasks to meet agreed time-frames. The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: These are temporary positions available for a period of 24 months. These positions may be located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applicants should include a two page statement outlining their relevant experience against the Selection Criteria, contact details of two referees and a current Curriculum Vitae.

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

Procurement, Property and Venues

ACT Property Group

Property Maintenance Services

Apprentice Carpenter

Building Trade Apprentice \$33,280 - \$59,907, Canberra (PN: 11576)

Gazetted: 22 November 2018

Closing Date: 6 December 2018

Details: We are looking for an Apprentice Carpenter to join our Maintenance team. The position will provide repairs and maintenance to ACT Government owned and leased buildings. 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 must have the following: Ability to obtain a Certificate in Carpentry with Canberra Institute of Technology; have a White Card and Asbestos Awareness Card or have the ability to obtain cards; hold a current driver's licence or have the ability to obtain a drivers licence; a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* or the ability to obtain a Working with Vulnerable People check. 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 four year contract with ACT Property Group (ACT Government) while you are completing your apprenticeship.

Contact Officer: Stuart Peacock (02) 6213 0712 stuart.peacock@act.gov.au

Procurement, Property and Venues

ACT Property Group

Property Maintenance Services

Apprentice Electrician

Building Trade Apprentice \$33,280 - \$59,907, Canberra (PN: 33192)

Gazetted: 22 November 2018

Closing Date: 6 December 2018

Details: We are looking for an Apprentice Electrician to join our Maintenance team, the position will provide repairs and maintenance to ACT Government owned and leased buildings. 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 must have the following: Ability to obtain a Certificate in Electrotechnology with Canberra Institute of Technology; have a White Card and Asbestos Awareness Card or have the ability to obtain cards; hold a current driver's licence or have the ability to obtain a drivers licence; a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* or the ability to obtain a Working with Vulnerable People check. 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 four year contract with ACT Property Group (ACT Government) while you are completing your apprenticeship.

Contact Officer: Joleen Dal-Maso (02) 6213 0741 joleen.dal-maso@act.gov.au

Procurement, Property and Venues

ACT Property Group

Property Maintenance Services

Apprentice Plumber

Building Trade Apprentice \$33,280 - \$59,907, Canberra (PN: 33190)

Gazetted: 22 November 2018

Closing Date: 6 December 2018

Details: We are looking for an Apprentice Plumber to join our Maintenance team. The position will provide repairs and maintenance to ACT Government owned and leased buildings 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 needs to have the following: Ability to obtain a Certificate in Plumbing with Canberra Institute of Technology; have a White Card and Asbestos Awareness Card or have the ability to obtain cards; hold a current driver's licence or have the ability to obtain a drivers licence; a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* or the ability to obtain a Working with Vulnerable People check. 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 four year contract with ACT Property Group (ACT Government) while you are completing your apprenticeship.

Contact Officer: Stuart Peacock (02) 6213 0712 stuart.peacock@act.gov.au

Enterprise Canberra

Director, Sport and Recreation

Executive Level 1.4 \$237,513 - \$247,667 depending on current superannuation arrangements, Canberra (PN: E614)

Gazetted: 22 November 2018

Closing Date: 29 November 2018

Details: The Director, Sport and Recreation reports directly to the Executive Director. The Director is responsible for managing and leading the delivery of high quality, high value outcomes in sport and recreation for the benefit and wellbeing of the Canberra community in the areas of:

Policy development and administration;

Community sport infrastructure planning and approval, including partnered projects;

Programs ranging from grants, elite team performance funding agreements, education training and other industry support initiatives as required; and

Elite athlete support through the ACT Academy of Sport.

The Director plays a key role in providing high level, strategic advice and support to the Minister for Sport and Recreation against these key areas. This includes representing the ACT Government and supporting the Minister at various national forums, and fostering appropriate strategic alliances and partnerships with other governments in this context.

Remuneration: The position attracts a remuneration package ranging from \$237,513 to \$247,667 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$184,627.

Contract: The successful applicant will be engaged under a performance based contract until 30 June 2020.

Contact Officer: Ian Cox 02 6207 5785 Ian.Cox@act.gov.au

Workplace Capability and Governance

Public Sector Management

Professional Standards Unit

Investigation Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 08511)

Gazetted: 27 November 2018

Closing Date: 12 December 2018

Details: The Professional Standards Unit (PSU) is seeking applications from enthusiastic innovative and committed individuals to fill the role of an Investigations Manager. The successful applicant will work collaboratively, as one of two Investigation Managers, supervising a number of Investigators to manage the day to day operations of the team. Principle responsibilities include the quality assurance of investigative processes, staff development and maintaining client relationships to ensure the team and individual objectives are achieved. This position requires active involvement in the review and assessment of misconduct investigations conducted by the Professional Standards Unit and the development of continuous improvement strategies. Applicants must have highly developed analytical and research skills; an attention to detail; and the capacity to apply these skills in the investigative context. The role requires exceptional written and oral communication skills, proven ability to prepare logical, well written and thorough statements and reports and the ability to work as part of a small team under limited supervision, displaying excellent judgement, decision making and problem solving skills. 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 position works in an activity-based working (ABW) environment, officers do not have a designated workstation/desk.

How to Apply: Applicants should provide an application form, their current resume and address the Selection Criteria contained in the Position Description for this role in their application.

Contact Officer: Cheryl Condon (02) 6205 4699 cheryl.condon@act.gov.au

Access Canberra

Customer Coordination

Access Canberra Contact Centre

Senior Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 18911)

Gazetted: 28 November 2018

Closing Date: 12 December 2018

Details: Access Canberra is a straight talking, innovative and exciting place to be, where you will have a direct impact on making Canberra a better place to live. The Access Canberra Contact Centre provides a whole of government service on behalf of the ACT Government to customers across a broad range of information, payments, services and emergency support. The Contact Centre delivers quality customer service for various business functions including webchat, road transport, municipal services and public transport. The Contact Centre also delivers emergency information to the community on behalf of the Emergency Services Agency (ESA) and assists State Emergency Services (SES) callers during storm and flood events. The Contact Centre operates extended hours, with 24 hour back-up support. You will be at the front end of our Contact Centre team. You will see direct and immediate impacts of the changes and decisions you make and will have a chance to make long lasting improvements for the ACT community. As a Senior Manager you will need to be an excellent communicator with well-developed skills in staff management and the ability to manage key stakeholder relationships. The successful candidate will have great customer service skills and the ability to deliver on multiple high level, complex and sensitive projects. You should value and be committed to personal development and improvement. As Senior Manager you will be responsible for delivering against Access Canberra's business plan for tomorrow. To be successful you should embrace 'change as being the new normal', support and nurture innovation and collaboration with a renewed focus on outcomes. This role requires a willingness to work hard and lead by example. The role is supported by great teams within a progressive agency, who look up to you to provide them with strategic direction and arming them with the skills to build the Access Canberra of the future. You will have a great team to work with and support you in one of the most diverse and interesting agencies in the ACT Government. 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: If you have any questions about the roles please contact the Contact Officer.

How to Apply: If you think you're up for it, please send us your Curriculum Vitae and a pitch on why you think you're the best person for the job. The pitch should be no more than two pages. The pitch should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. 1. Detail your greatest achievement in the last five years and how it relates to this position and the duties. 2. Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Contact Officer: Kevin Bell (02) 6205 3860 kevin.bell@act.gov.au

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

Policy and Cabinet

Territory Records Office

Project Manager, Digital Transition Integration Strategy

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 41861)

Gazetted: 22 November 2018

Closing Date: 6 December 2018

Details: The Territory Records Office is seeking an experienced and highly motivated professional to develop a pathway to integrate the ACT Public Service's digital recordkeeping systems. The Project Manager will also be responsible for documenting a future strategy for the efficient and sustainable adoption of digital recordkeeping capabilities. The successful applicant will be able to employ their analytical, conceptual and strategic skills to synthesise business and policy requirements to help deliver innovative technical solutions. The 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 for 11 months.

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

Corporate

Corporate Management

Reporting and Information Management

Business Manager, Executive Support

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 35255)

Gazetted: 22 November 2018

Closing Date: 6 December 2018

Details: Executive Support, within Chief Minister, Treasury and Economic Development (CMTEDD) Corporate Management, provides business support services to the ACT Executive, which consists of the eight ACT Government Ministers and their staff. The Business Manager role requires excellent liaison and engagement skills with demonstrated capacity to work with internal and external stakeholders at all levels, and to establish and maintain high quality and productive relationships. The position oversees systems and work practices to support timeliness, high quality, and consistency in services' delivery, and liaises with technical specialists to support and manage financial, ICT, and resource and personnel management practices and procedures for the Executive. 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 December 2019 with the possibility of extension and/or permanency.

How to Apply: Applicants should address the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description and include a Curriculum Vitae and contact details of two referees.

Contact Officer: ChrisJ Cole (02) 6207 5883 chrisj.cole@act.gov.au

Shared Services ICT

Strategic Business

Project Front Door

Business Analyst

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 17223, several)

Gazetted: 27 November 2018

Closing Date: 12 December 2018

Details: The Strategic Business Branch delivers professional business change services that enable the ACT Government to deliver quality outcomes for the Territory. Key focus areas include: optimising investment through change initiatives; identifying, supporting and enabling multi-directorate solutions; and delivering quality services that enable business areas to realise significant benefits. The Project Front Door aims to provide high level customer service to ACT Government Directorates. It positions itself as a trusted advisor and partner to Directorates in understanding their business problems and the technology and cost options to address these. Through the provision of these services the business will be able to make better informed investment decisions and ultimately achieve more successful project outcomes. The role of the Business Analyst is to engage with business areas, technical staff and Shared Services customers to produce artefacts that support the scoping and delivery of projects and change initiatives. 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.

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. Applications should include a Curriculum Vitae and a two page pitch detailing your most relevant achievements in the last five years and how they relate to this position and its duties and the ability, ingenuity, experience and qualifications making you the best person for this role.

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

Community Services

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

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

Children, Youth and Families

Child and Youth Protection Services

Assessment and Support Team

Case Manager, Assessment and Support

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 35055)

Gazetted: 23 November 2018

Closing Date: 11 December 2018

Details: The Health Professional Level 2 (HP2) Case Manager, Assessment and Support role is focused on delivering the best possible life outcomes for children and young people through facilitating adoptions and kinship carer support and permanency planning for children in care.

Eligibility/Other Requirements: Essential: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. One year's experience working with children, youth and/or families in a social work/case management role; current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Jennifer Reynolds (02) 6207 1992 jennifer.reynolds@act.gov.au

Education

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

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

School Improvement

Student Engagement

Occupational Therapist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 36990)

Gazetted: 28 November 2018

Closing Date: 12 December 2018

Details: The Education Directorate, Network Student Engagement Teams (NSET) are seeking applications for a Health Professional Level 3 (HP3) Occupational Therapist. This is a great opportunity to work as part of a team of Allied Health Professionals providing support to ACT Public Schools. This position will work closely with the schools to provide in-school services to assist students who require allied health support to access the school curriculum.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Occupational Therapy; eligibility for membership or registration with AHPRA (refer to duty statement) and; a current driver's licence essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary full-time Occupational Therapist position available for a period of 12 months.

How to Apply: If you are interested in this role please respond to the Duty Statement and Selection Criteria. Please forward your resume, Application Coversheet and Selection Criteria responses who to jobs@act.gov.au
Contact Officer: Rebecca Smith (02) 6207 5430 rebecca.smith2@ed.act.edu.au

School Improvement

Student Engagement

Network Student Engagement

Physiotherapist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 38253)

Gazetted: 22 November 2018

Closing Date: 6 December 2018

Details: The Education Directorate Network Student Engagement Teams (NSET) currently have a temporary fulltime Physiotherapist position available for 12 months. This is a great opportunity to work as part of a team of allied health professionals providing support to ACT Public Schools. This position will work closely with the schools to provide in-school services to assist students who require allied health support to access the school curriculum. 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 Tertiary qualifications or equivalent in Physiotherapy. Eligibility for membership or registration with AHPRA (refer to duty statement). Current driver's licence essential.

Note: This is a temporary position available from 29 January 2019 to 14 January 2020.

Contact Officer: Rebecca Smith (02) 6207 5430 rebecca.smith@ed.act.edu.au

School Improvement

South Weston

Malkara School

Business Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39779)

Gazetted: 22 November 2018

Closing Date: 6 December 2018

Details: Malkara School provides an education for students with moderate to severe intellectual disabilities, from Preschool age to Year 6. The Business Manager is an important member of the Executive team of the school. The Business Manager must demonstrate a sound knowledge and experience in implementing all aspects of school-based management, including developing policies and procedures relating to the management of the school and management of school budgets. They will possess a proven ability to provide high level support to the Principal in all aspects of school management. They will have a proven ability to work independently and as part of a team. They will demonstrate proven oral and written communication skills. Integral to the role of Business Manager at Malkara School is a sound knowledge and experience in working with children with diverse needs, including intellectual and physical disabilities, sensory processing issues and behavioural concerns.

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

Contact Officer: Allison Chapman (02) 6142 0266 allison.chapman@ed.act.edu.au

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

System Policy and Reform

Enrolments and Planning

Administration Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 04073)

Gazetted: 27 November 2018

Closing Date: 11 December 2018

Details: An opportunity exists for an enthusiastic person to join the Enrolments and Planning Branch of the Education Directorate. The Branch is seeking an applicant to work in a new, small team that develops and oversees policy and practices related to student enrolment in ACT public schools. The successful applicant will be responsible for the management of the information resources on school enrolment and responding to enrolment queries from the public and interest parties. As a member of the team you will have the opportunity to contribute to shaping the team and enrolment practices in the ACT public school system. To be successful you should demonstrate an understanding of the issues concerning enrolment in ACT public schools while also highlighting your management and organisational abilities.

Note: This is a temporary position available 7 January 2019 until 27 March 2020 with the possibility of extension and/or permanency.

How to Apply: A statement addressing the Selection Criteria (no more than two pages) outlining your relevant experience and/or ability and a current Curriculum Vitae should be submitted.

Contact Officer: Craig Jones (02) 6207 1226 craigw.jones@act.gov.au

Office for Schools

Tuggeranong Network

Monash School

Classroom Teacher - Year 5/6

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 07553)

Gazetted: 28 November 2018

Closing Date: 10 December 2018

Details: Monash School is seeking a highly motivated, dynamic and experienced Classroom Teacher for a Year 5/6 class in 2019. Our school operates as a Professional Learning Community with a focus on collaboration, data, evidence-informed practices and high levels of learning for all students. Potential applicants should have a deep understanding of the Australian Curriculum and demonstrate the ability to effectively plan and work collaboratively with colleagues in a team-teaching environment. They should be able to deliver an engaging, differentiated learning program to meet the individual needs of all students. The ability to build and maintain strong and meaningful relationships with staff, students and families will be vital to the position. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Prior to commencing 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 2019 to 26 January 2020.

How to Apply: Please submit a current Curriculum Vitae, Application Coversheet and statement addressing the Selection Criteria to jobs@act.gov.au.

Contact Officer: Matthew Holdway (02) 6142 1660 matthew.holdway@ed.act.edu.au

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

Office for Schools

South Weston

Red Hill Primary School

Experienced Kindergarten Teacher

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 10003)

Gazetted: 22 November 2018

Closing Date: 6 December 2018

Details: Red Hill Primary is an International Baccalaureate Primary Years Program (PYP) school, with an enrolment of approximately 770 students (P-6). We are seeking a highly motivated Early Childhood Teacher to join our school team. The successful candidate will need to demonstrate experience in, and commitment to, an inquiry based

curriculum and a willingness and capacity to work in a highly collaborative learning environment. The successful officer should also have strong communication skills and high level expertise in the teaching of literacy and numeracy.

Eligibility/Other Requirements: Experience in the International Baccalaureate Program is desirable but not mandatory. Experience in the Response to Intervention model is also desirable. A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This is a temporary position available 26 January 2019 until 24 January 2020.

Contact Officer: Louise Owens (02) 6142 0960 louise.owens@ed.act.edu.au

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

Office for Schools

North and Gungahlin Network

Margaret Hendry School

School Administration Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 41314)

Gazetted: 22 November 2018

Closing Date: 6 December 2018

Details: Margaret Hendry School is a new P- 6 school located in the suburb of Taylor in Gungahlin. The enrolment capacity is 650 children. The school is a fully inclusive setting with contemporary spaces developed to facilitate flexible learning options. We are seeking an energetic and motivated person to join our team. The applicant will be responsible for a variety of administrative tasks that support the efficient, flexible and responsive front office. They will contribute to the efficiency of a customer focused team and demonstrate competence in managing and prioritising administrative tasks. Proficient use of Information Technology (IT) software and equipment is required for standard correspondence, data entry, records management, photocopying, first aid and support to the school team. The successful applicant will possess strong interpersonal skills and a demonstrated ability to work effectively with all members of staff, children, families and the wider school community. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

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

Contact Officer: Kirralee Larkin (02) 6142 2800 kirralee.larkin@ed.act.edu.au

Office of Schools

South Canberra/Weston School Network

Charles Weston School - Coombs

Preschool/Administrative Assistant

School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 41856)

Gazetted: 28 November 2018

Closing Date: 5 December 2018

Details: Charles Weston School Coombs is a P-6 Community Based School, in the growing Molonglo Valley. We are seeking an experienced, highly motivated and passionate person to work in our inclusive and culturally diverse setting. This position will require the successful applicant to work 50% in our Preschool team, to provide high-level personal and educational support to students and 50% in Administration. As a Preschool educator the successful applicant will work closely with and receive direction from the Teacher in assisting with the management and learning of children in a preschool program. As a part of a team the assistant will assist with program material preparation, behaviour management, supervision of children on the playground and on excursions and any specialised medical requirements. As part of the Administration team the successful applicant will require

exceptional customer service skills, be proficient in the use of a variety of computer application, and a demonstrated high level of knowledge and ability in working in a primary school environment.

Eligibility/Other Requirements: Applicants must have a Certificate III in Education and Care or equivalent. 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 from 27 January 2019 to 26 January 2020. Selection may be based on application and referee reports only.

How to Apply: All applications, including Application Coversheet, your written response to Selection Criteria, resume and referee reports (if required) must be submitted to Shared Services.

Applications should be sent to: jobs@act.gov.au.

Contact Officer: Jenny Cavalier (02) 6142 0404 jenny.cavalier@ed.act.edu.au

Office of Schools

South Canberra/Weston School Network

Charles Weston School - Coombs

Learning Support Assistant

School Assistant 2/3 \$45,058 - \$54,947, Canberra (PN: 35773)

Gazetted: 28 November 2018

Closing Date: 5 December 2018

Details: Charles Weston School Coombs is a P-6 Community Based School, in the growing Molonglo Valley. We are seeking an experienced, highly motivated and passionate person to work in our inclusive and culturally diverse setting. The successful applicant will work as part of a collaborative team to provide high-level personal and educational support to enable all students to successfully access and participate in learning. The successful applicant will be responsible for the well-being of students including personal care requirements. The successful applicant will possess sound communication and customer service skills and have the ability to work within a busy work environment. The successful applicant will work closely with and receive direction from the Teacher in assisting with the management and learning of children. As a part of a team the successful applicant will assist with program material preparation, social and emotional learning needs, supervision of children on the playground and on excursions.

Eligibility/Other Requirements: Healthcare Access at School (HAAS) and Early Childhood qualifications are highly desirable. 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 from 27 January 2019 to 26 January 2020. Selection may be based on application and referee reports only.

How to Apply: All applications, including Application Coversheet, your written response to Selection Criteria, resume and referee reports (if required) must be submitted to Shared Services.

Applications should be sent to: jobs@act.gov.au.

Contact Officer: Jenny Cavalier (02) 6142 0404 jenny.cavalier@ed.act.edu.au

Office for Schools

Tuggeranong School Network

Namadgi School

Learning Support Assistant

School Assistant 2/3 \$45,058 - \$54,947, Canberra (PN: 20608, several)

Gazetted: 22 November 2018

Closing Date: 29 November 2018

Details: Namadgi School is a P-10 School located in the suburb of Kambah. The school is a fully inclusive setting with contemporary spaces developed to facilitate flexible learning opportunity's. We are seeking a highly skilled Learning Support Assistants to work collaboratively in our Learning Support Unit with other Educators to offer personalised learning experiences and monitor growth and development of children across our P-10 School. The successful applicants will possess strong interpersonal skills and a demonstrated ability to work effectively with all members of staff, children, families and the wider school community.

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804
Note: Selection may be based on application and referee reports only. For further information please contact the Contact Officer.

Contact Officer: Maddie Mackay (02) 6142 0900 maddie.mackay@ed.act.edu.au

**Business Services Division
Infrastructure and Capital Works
School Infrastructure Management
Manager**

Infrastructure Officer 4 \$119,340 - \$135,587, Canberra (PN: 37349)

Gazetted: 23 November 2018

Closing Date: 10 December 2018

Details: The Infrastructure and Capital Works (ICW) Branch implements and manages ongoing infrastructure programs which provide sustainable, high quality learning and teaching environments for students and fit for purpose facilities for Directorate staff. The Branch initiates the development of new schools and supports the projects through design, construction and commissioning. ICW and the schools work collaboratively to manage the existing ACT public school infrastructure. ICW is also responsible for management of the Education Directorate's leased and owned corporate office facilities and the branch provides a variety of specialised technical services to stakeholders throughout the Directorate. The successful applicant will be required to develop programs as per the specified budget and report on progress through briefs and have the ability to draft responses to ministerial communications. For further information on this role please speak with the Contact Officer.

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

How to Apply: Please submit your Curriculum Vitae, responses to the Selection Criteria and Application Coversheet to jobs@act.gov.au

Contact Officer: John Nakkas (02) 6207 1876 john.nakkas@act.gov.au

**Office for Schools
North Canberra and Gungahlin
Gold Creek School - Senior Site
Director Learning Technologies and Innovation
School Leader C \$117,515, Canberra (PN: 06933)**

Gazetted: 27 November 2018

Closing Date: 11 December 2018

Details: Gold Creek School is a P-10 school in the Gungahlin area that supports individualised learning through the implementation of International Baccalaureate programmes, as a framework for teaching the Australian Curriculum. We are committed to professional learning opportunities, collaboration, differentiation, inclusivity and working with our community. An opportunity exists for an experienced School Leader C - The Director Learning Technologies and Innovation is a creative and dynamic leader, charged with developing and implementing a strategic vision in all areas of technology across the school. They will facilitate the integration of digital tools and best practices into curriculum and administrative systems. Both a big picture thinker and a hands-on implementer, the Director engages with administrators, educators and support personnel, parents and students to extend responsible and creative use of technology.

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.

Contact Officer: Sam Beattie (02) 6142 1266 sam.beattie@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Wanniassa School

Executive Teacher for Mathematics and Technologies 7-10

School Leader C \$117,515, Canberra (PN: 18454)

Gazetted: 23 November 2018

Closing Date: 7 December 2018

Details: Wanniassa School requires a dynamic leader to join an innovative team leading a personalised approach to education to improve outcomes for students in Mathematics and Digital Technologies.

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 2019 to 26 January 2020. Selection may be based on application and referee reports only.

Contact Officer: Michael Hall (02) 6142 1886 michael.hall@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Wanniassa School

Executive Teacher - Wanniassa School Junior Campus P-6

School Leader C \$117,515, Canberra (PN: 13045)

Gazetted: 22 November 2018

Closing Date: 6 December 2018

Details: As a member of the P-6 and P-10 executive team at Wanniassa School, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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 for a period of 12 months. Selection may be based on application and referee reports only.

Contact Officer: Cymantha Cantrill (02) 6142 1842 cymantha.cantrill@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

North and Gungahlin Network

Palmerston District Primary School

Executive Teacher

School Leader C \$117,515, Canberra (PN: 32592)

Gazetted: 23 November 2018

Closing Date: 3 December 2018

Details: Palmerston District Primary School is a Professional Learning Community located in Gungahlin. We are seeking a School Leader C to join our dynamic and innovative leadership team. The successful applicant will: Provide leadership to staff and students with a focus on high quality pedagogy and student achievement, have

proven leadership to staff and students with a focus on high quality pedagogy and student achievement, have proven leadership and strength in building effective professional learning teams with a focus on either junior or senior school, proven experience in leading the school to enhance literacy practices, an understanding of the complex needs of students from a variety of language backgrounds, an ability to lead and achieve positive outcomes for students in the Learning Support Unit, provide leadership to staff to assist with the ongoing implementation of The School Administrative System.

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 26 January 2019 to 26 January 2020.

How to Apply: Applicants must submit a current Curriculum Vitae, supporting statement (two pages) and Application Coversheet. The supporting statement should address the capabilities listed below and be written with a focus on the job description specified for the position - Leading, learning and teaching; Leading improvement, innovation and change; Leading the management of the school.

Contact Officer: Haeley Simms (02) 6142 1440 haeley.simms@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 Improvement

North Gungahlin Network

Harrison School

Executive Teacher STEM (Science, Technology, Mathematics Years 7-10)

School Leader C \$117,515, Canberra (PN: 25398)

Gazetted: 22 November 2018

Closing Date: 6 December 2018

Details: Harrison School is a large, values based, single campus Primary -10 school in the Gungahlin Network that supports personalised learning through student voice, the effective use of Information Communication Technology (ICT), and flexible learning options. We are seeking a School Leader C to join our dynamic and innovative leadership team in progressing the school's improvement agenda. Specifically, this position is responsible for the continued development of our Senior School (years 7-10) in the Science, Mathematics and Technology teaching and learning team environment. The successful applicant will lead quality teacher practice in line with the Australian Professional Standards for Teachers, have a passion for coaching and mentoring staff and be able to plan for effective professional learning. They will also have expertise in aligning assessment practices with the curriculum and the individual learning progress of students.

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.

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

Contact Officer: Jacqui Ford (02) 6142 2200 jacqui.ford@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Land Strategy and Environment

Environment

ACT Heritage

Conservation Officer - Advice

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 28313)

Gazetted: 28 November 2018

Closing Date: 7 December 2018

Details: ACT Heritage within the Environment, Planning and Sustainable Development (EPSDD) is looking for a suitably qualified Conservation Officer to assist ACT Heritage and the ACT Heritage Council in providing advice on the conservation and management of places and objects subject to *Heritage Act 2004 provisions, spanning historic, Aboriginal and natural heritage*. The position would suit a professional with strong experience in and knowledge of heritage conservation and management principles, and their application in a statutory context. Strong project management and representation skills are required, as are excellent time management and communication skills. The successful applicant will be able to demonstrate strong teamwork skills, as well as an ability to work independently.

Eligibility/Other Requirements: Relevant experience or qualifications in Heritage Management, History, Architecture, Archaeology, Planning or a related discipline are highly desirable.

Note: This is a temporary position available from 02 January 2019 to 24 December 2019 with the possibility of extension and/or permanency.

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 requested to address the Selection Criteria and include a supporting statement outlining their experience and/or ability relating to the role. Contact details of at least two referees and a current Curriculum Vitae are also required.

Contact Officer: Meaghan Russell (02) 6205 5497 meaghan.russell@act.gov.au

Environment

Parks and Conservation Services

Biosecurity and Rural Services

Rural Service Officer

Technical Officer Level 3 \$69,148 - \$78,145, Canberra (PN: 14990)

Gazetted: 26 November 2018

Closing Date: 11 December 2018

Details: The Biosecurity and Rural Services team within the ACT Parks and Conservation Service has an exciting opportunity for an enthusiastic person to join our team based at Stromlo depot. If you are someone with livestock handling skills and have an understanding of sustainable farming practices, we want to hear from you. This role will see you apply your knowledge and skills in agriculture to help build strong client relationships with our ACT farming community. This role will see you regularly liaise with other areas of government departments and relevant stakeholders to assist in the development and delivery of programs and extension activities to the ACT rural community. You will assist in supporting ACT farmers with sustainable agriculture along with the conservation values and contribute to the management of the land through the provision of appropriate resources, rural extension programs, workshops and coordinated pest plant and animal control programs.

Eligibility/Other Requirements: This is a fire designated position. The occupant of this position will be required to meet the annual fitness assessment and attend the annual pre-season preparedness training. The occupant of this position will be expected (as required) to undertake all fire related duties, including fire suppression and hazard reduction and will be included as part of a fire resource roster through the ACT declared bushfire season. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

How to Apply: Applicants are requested to address the Selection Criteria and include a supporting statement outlining their experience and/or ability relating to the role. Contact details of at least two referees and a current Curriculum Vitae are also required.

Contact Officer: Warren Schofield (02) 6207 8480 warren.schofield@act.gov.au

Business, Governance and Capability

Finance, Information and Assets

Procurement

Procurement and Contract Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 36749)

Gazetted: 23 November 2018

Closing Date: 7 December 2018

Details: Are you looking for a challenge, has your current job got you wondering what's next? Do you see yourself as someone who likes to help others and be innovative? We are looking for someone with excellent procurement knowledge and strong communication skills to be able to provide guidance and advice to the Directorate on procurement/contract management matters.

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

How to Apply: If you want to be a part of a results driven and innovative team please submit a 500 word pitch addressing your suitability for the role and a current Curriculum Vita including the contact details of two referees to jobs@act.gov.au

Contact Officer: Thao Le (02) 6207 3042 thao.le@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

Corporate

Governance

Ministerial Services Unit

Assembly Liaison Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 11105)

Gazetted: 27 November 2018

Closing Date: 11 December 2018

Details: The Justice and Community Safety Directorate (JACSD) Ministerial Support Unit (MSU) is permanently recruiting to the role of Assembly Liaison Officer. If you are a highly motivated, organised, flexible and energetic team player who is timeline driven – this is the right job for you. This exciting opportunity will allow you to further develop your knowledge and skills in the coordination and management of business requirements and flow of information between the directorate, Minister's Office, Cabinet Office and the ACT Legislative Assembly. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Please send your Application Coversheet, Selection Criteria – addressing relevant skills and experience, Curriculum Vitae and two referee reports to jobs@act.gov.au.

Contact Officer: Prue Warren (02) 6205 1199 prue.warren@act.gov.au

Legislation, Policy and Programs

Governance and Business Support

Executive Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 41690)

Gazetted: 27 November 2018

Closing Date: 12 December 2018

Details: Legislation, Policy and Programs are seeking a motivated and highly organised person to fill the role of Executive Assistant. The successful applicant will be required to have good communication skills, show initiative and provide high-level administrative support to the Executive Director, Deputy Executive Directors and office staff. This includes complex diary management and coordination, preparation of meeting documents, drafting correspondence and minute taking. As first point of contact for the office the successful applicant will be required to manage incoming calls and e-mails and regularly liaise with a range of stakeholders whilst maintaining confidentiality and discretion.

Eligibility/Other Requirements: Experience with HP Records Manager (TRIM) and proficiency in Microsoft Office Suite would be an advantage.

Contact Officer: Cherry Wang (02) 6205 3441 cherry.wang@act.gov.au

**Public Trustee and Guardian
Guardianship Unit**

Professional Support Officer - Stakeholder Liaison

Administrative Services Officer Class 4/Trust Officer 1 \$66,025 - \$75,600, Canberra (PN: 41826)

Gazetted: 23 November 2018

Closing Date: 7 December 2018

Details: We are an independent ACT Territory Authority providing professional guardianship, financial management and Trustee related services. We have a vacancy for a motivated and well organised person to work in our dynamic Guardianship Unit as a Professional Support Officer-Stakeholder Liaison. The Guardianship Unit provides representative services as substitute decision-maker for personal health and/or legal matters under order of the ACT Civil and Administrative Tribunal (ACAT) and Enduring Power of Attorney (EPA) within a Human Rights frame work. The successful candidate will demonstrate a strong attention to detail, the ability to liaise with both internal and external stakeholders, manage databases including recording and collating statistics and undertake administrative responsibilities. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency. This position will be filled at either Administrative Services Officer Class 4 or Trust Officer Level 1, dependant on the skills and experience of the successful applicant.

How to Apply: Applicants are required to submit a statement of claims against the specified Selection Criteria and a current Curriculum Vitae and contact details of at least two referees.

Contact Officer: Denise Caldwell (02) 6207 9800 denise.caldwell@act.gov.au

Office of the Legislative Assembly

**Parliamentary Support Branch
Committee Support**

Manager, Committee Support

Senior Officer Grade A \$143,116

(salary effective from 13/12/18), Canberra (PN: 250)

Gazetted: 27 November 2018

Closing Date: 12 December 2018

The Office is seeking to permanently fill the key role of Manager, Committee Support. The Office's committee support function provides procedural and administrative advice and support to a number of Assembly standing and select committees. In addition to performing the role of Secretary to an Assembly committee or committees, the successful candidate will be responsible for managing and planning the operations of the Office's committee support function; providing high level advice on committee practice and procedure; and ensuring appropriate quality assurance of committee secretariat services. The successful candidate will have an extensive knowledge and understanding of parliamentary practice and procedure, especially in relation to parliamentary committees; and will be able to demonstrate a strong capacity to lead and manage a team of staff and to achieve results.

Applications can be forwarded to: OLARecruitment@parliament.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**

Canberra Cemeteries

Business Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 11878)

Gazetted: 22 November 2018

Closing Date: 29 November 2018

Details: The ACT Public Cemeteries Authority (the Authority) established, under the *Cemeteries and Crematoria Act 2003*, to effectively and efficiently manage public cemeteries and crematoria. An exciting opportunity for an experienced Business Manager and leader to join the Authority awaits the right candidate. This is a busy and friendly environment that will suit an organised person with a great eye for detail and plenty of team spirit with an emphasis on your ability to undertake and meet the duties of the position. Reporting to the Chief Executive Officer you will be responsible for co-ordinating the business and administrative activities of the Authority. The person in this position is responsible, in a sensitive environment, for supervising and giving direction to a small team providing high level of customer services to the community. The position has day to day responsibility for quality control, setting priorities and management of deadlines. The Business Manager oversees all burial operations and undertakes all financial bookkeeping activities within the Authority, including accounts payable and receivable, banking, asset management and periodic production of reports management reports. This work includes assisting the Authority's accountant with end-of-month and end of year reporting, meeting the financial reporting requirements of the *Cemeteries and Crematoria Act 2003* and the *Territory Records Act 2002*. The successful applicant may also be called upon to represent the Authority on ACT Government's executive committees and State association meetings, as required. The Authority's Business Manager directs all exhumations conducted by the organisation, which includes liaison with Funeral Directors and the Health Directorate, and co-ordination with the cemetery's ground staff. Please refer to Position Description for full details. 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: Leadership skills are required; minimum three year's experience in the Cemetery industry; a current non-restricted drivers licence (C-class) is mandatory; preparedness to work anywhere across multiple sites in the ACT when required. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a Permanent Resident.

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

Contact Officer: Shane Kelly (02) 6204 0207 shane.kelly@act.gov.au

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

City Services

Director City Presentation

Executive Level 1.4 \$237,513 - \$247,667 depending on current superannuation arrangements, Canberra (PN: E611)

Gazetted: 28 November 2018

Closing Date: 12 December 2018

Transport Canberra and City Services (TCCS) is seeking applications for the roles of and Director City Presentation. The Director City Presentation leads teams responsible for:

Management of city services such as urban open space and public place horticultural and asset maintenance, public domain graffiti management and cleaning program and management of the Territory pound;

Management and planning of the Territory's public treescape and urban forest;

Development and management of policies and regulations related to the use of public land;

Management of licensing and compliance associated with animal welfare, tree protection and use of public land; and

Provision of strategic policy and regulatory advice on animal welfare matters and funding and associated governance arrangements relating to the RSPCA-ACT;

The role requires the ability to work under pressure to tight deadlines, delivering quality outcomes on behalf of multiple stakeholders and to represent TCCS at relevant forums and committees.

Applications: Applicants should submit a CV and address the Executive Capabilities and Job Specific Criteria. Contact details for two referees should be provided.

Remuneration: The position attracts a remuneration package ranging from \$237,513 to \$247,667 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$184,627.

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

Contact Officer: Further information about the position is available from Ben McHugh, ben.mchugh@act.gov.au (02) 6207 4418

Transport Canberra

Commercial

Capital Works

Project Officer

Infrastructure Officer 4 \$119,340 - \$135,587, Canberra (PN: 19285)

Gazetted: 27 November 2018

Closing Date: 11 December 2018

Details: Capital Works is looking for a motivated and dynamic team member with experience in high level Project Management to deliver a diverse range of civil and landscape projects. Candidates will work collaboratively with stakeholders to achieve project objectives and outcomes for the community, and positively influence organisational change within Capital Works and the broader Directorate.

Note: This is a temporary position available 21 January 2019 until 19 July 2019 with the possibility of extension. Selection may be based on application and referee reports only.

How to Apply: Applicants should address the numbered Selection Criteria and limit responses to one A4 page (maximum) against each of the Selection Criteria. Succinct applications that clearly demonstrate the applicants contribution/s towards successful team projects will be viewed highly.

Contact Officer: Natasha Leggett (02) 6207 2634 natasha.leggett@act.gov.au

City Services

City Places and Infrastructure

Infrastructure Planning

Manager, Design and Development Review

Infrastructure Officer 4 \$119,340 - \$135,587, Canberra (PN: 11893)

Gazetted: 28 November 2018

Closing Date: 14 December 2018

Details: The Development and Design Review is a sub unit within Infrastructure Planning. The Unit is the asset owner representative of Roads and City Presentation and is responsible for the technical design review and acceptance of assets as the asset owner representative of Roads and City Presentation. They are the 'door in' to the asset owner areas and play a large role in ensuring asset owners, managers and field staff are consulted and informed throughout the review process. This position is responsible for managing the technical review and approval of planning and design submissions, acceptance and commissioning of constructed assets to be handed over to Roads and/or City Presentation for ongoing maintenance. The positions ensures all civil infrastructure assets that are designed, constructed and handed over to Transport Canberra and City Services (TCCS), meet relevant design standards, specifications and codes so that they are safe, fit for purpose. In consultation with subject matter experts provide coordinated technical responses on behalf of the asset owner/s as well as confirm acceptance of assets once constructed.

Note: This is an expected vacancy for permanent filling commencing January/February 2019. 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 this role sounds like a good fit for your skills, submit your Curriculum Vitae, the names of two referees and claims against the Selection Criteria in the Position Description to jobs@act.gov.au

Contact Officer: Karl Cloos (02) 6207 6871 karl.cloos@act.gov.au

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

Suburban Land Agency

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

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

Governance

Agency Secretary and Governance Manager

Executive Level 1.2 \$202,703 - \$211,125 depending on current superannuation arrangements, Canberra (PN: E1076)

Gazetted: 28 November 2018

Closing Date: 15 December 2018

Details: The Suburban Land Agency (SLA) is established under s. 37 of the *City Renewal Authority and Suburban Land Agency Act 2017* (the Act), and regulated by Parts 8 and 9 of the *Financial Management Act 1996*, s. 50 of the *Planning and Development Act 2007* and the *Public Sector Management Act 1994*.

The objectives of the SLA are set out in s38 of the Act and include:

- the encouragement and promotion of inclusive communities through the delivery of people-focussed neighbourhoods;
- the encouragement and promotion of suburban development that supports affordable living, a safe and healthy population, social inclusion, housing choice, environmental sustainability, urban renewal, growth and diversification of the Territory economy and social and environmental sustainability; and
- operational effectiveness, delivering value for money using sound risk practices.

The Agency Secretary and Governance Manager plays an important role in supporting the effectiveness of the Board and its Committees. The Agency Secretary and Governance Manager acts as the liaison between the SLA Executive and the Board to facilitate the provision of advice, implement good governance practices and assist to facilitate the flow of information to the Board so that it has the right information required to make informed decisions. Furthermore, the role assists the CEO to ensure that those decision are implemented. As the agency's governance specialist, the Agency Secretary and Governance Manager provides governance advice and ensures good governance practice is applied.

The duties of the successful candidate will include ensuring SLA and its Board comply with relevant laws and regulations, coordination and preparation of various reporting, managing the business of the Board and providing expert governance advice to the SLA and the Board.

Remuneration: The position attracts a remuneration package ranging from \$202,703 to \$211,125 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$153,125.

Contract: The successful applicant will be engaged under a performance based contract for a period of five years.

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Further information about the position is available from contact officer, john.dietz@act.gov.au (02) 6205 7346, john.dietz@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 Hospital and Health Services

Medicine

Clinical Forensic Medicine Services

Forensic Medical Officer

Career Medical Officer \$183,145, Canberra (PN: 18669)

Gazetted: 29 November 2018

Closing Date:

Overview of the work area and position: The Canberra Health Services Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and

timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Clinical Forensic Medical Services (CFMS) is a locally based well established clinical service that provides forensic medical care to patients from the ACT and surrounding areas. CFMS comprises of Clinical Forensics ACT (CFACT), a contracted medical services to the AFP, Forensic and Medical Sexual Assault Care (FAMSAC), the ACT Health based sexual assault service, and 'Fitness To Drive Medical Clinic' (FTDMC). CFMS is a medical unit within Canberra Hospital and Health Services, with requirements and support for ongoing professional development of all staff. Under the direction of the CFMS Medical Director, the Forensic Medical Officer role is responsible for the provision of a comprehensive range of medical forensic care services for individuals affected by sexual assault and/or domestic violence, persons in custody, police officers, and assessing a patient's medical ability and/or capacity to drive within the Medical Standards for Licensing and Clinical Management Guidelines. This position will be required to participate in afterhours, on call and/or rotation roster. Eligibility/Other Requirements: Mandatory: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Current Driver's Licence. o Must be eligible to pass an AFP security clearance or the ability to maintain such (i.e. no previous criminal history). o Be registered with the Working for Vulnerable People Act. Desirable: o Experience in providing forensic medical services and expert opinions. o Previous experience in assessing capacity to drive against the Medical Standards for Licensing and Clinical Management Guidelines. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This is a temporary part time position at 2 hours per weeks for 3 years. Contact Officer: Anna Brkic (02) 5124 2185 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Women, Youth and Children

Paediatrics

Paediatrician

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

Gazetted: 29 November 2018

Closing Date:

Overview of the work area and position: The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary healthcare services. The provision of services is based on a family-centred, multidisciplinary approach to care in partnership with the consumer and other service providers. Paediatrics at Canberra Hospital (PatCH), collocated within the Centenary Hospital for Women, Youth and Children, can cater for up to 50 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department. There is also a tertiary accredited Level 5 NICU. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Endocrinology and Diabetes and Paediatric Surgery. The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney. There is a Paediatric Surgical Unit that performs a wide range of paediatric and neonatal surgery and is an accredited paediatric surgical training centre. The emergency department for the Canberra Hospital sees over 18,000 paediatric presentations per year, and is accredited with the RACP for paediatric basic training and ACEM training. The department has an FRACP training program with a paediatric fellow, 10 registrars, 6 SRMO positions and 5 PGY2 positions. We regularly have candidates undertaking the DCH in preparation for RACP or RACGP training. There is an active junior doctor programme which is producing quality trainees interested in continuing in paediatrics. Involvement in departmental teaching is required and research is encouraged and supported. 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 10.5% superannuation, ranges from \$271,494 - \$330,464 Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australian and New Zealand College of Paediatrics or equivalent specialist qualifications. o Hold a current driver's licence. o Be registered under the Working for Vulnerable People Act. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Obtain a

Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This is a temporary full time position for 4 months, with the possibility of extension. Contact Officer: Annette Schmahl (02) 5124 7607 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

**Canberra Hospital and Health Services
Cancer Ambulatory and Community Health Support
CACHS Medical
Radiation Oncologist**

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 39802, several)

Gazetted: 29 November 2018

Closing Date:

Overview of the work area and position: Cancer, Ambulatory & Community Health Department, Radiation Oncology. As part of the Radiation Oncology team, you will have the opportunity to contribute to high quality clinical service provision while participating in the teaching and quality improvement program within a dynamic multidisciplinary environment. The successful applicant will be required to have excellent clinical and technical skills in radiation oncology. Stereotactic radiosurgery experience would be an advantage and other areas of expertise will be considered based on departmental needs. The Radiation Oncology Department is currently equipped with four Varian Linear Accelerators, BrainLab TPS and ExacTrac, ARIA R&V, one dedicated CT Simulators, SXRT, Pinnacle 3D RTTPS and HDR brachytherapy. There is an established stereotactic brain service and an expanding stereotactic body radiotherapy service. The department has a well-supported RANZCR Radiation Oncology training programme. Involvement in departmental teaching and research is encouraged and supported. 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 10.5% superannuation, ranges from \$271,494 - \$330,464 Eligibility/Other Requirements: Mandatory: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australian and New Zealand College of Radiologists, Faculty of Radiation Oncology or equivalent specialist qualifications. o Be registered under the Working for Vulnerable People Act. Desirable: o Stereotactic Radiosurgery experience. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: There are permanent and temporary positions available. The permanent position is for 8 hours per week and the temporary position is for 20 hours per week. Contact Officer: Dr Hany Elsaleh (02) 5124 2291 RadiationOncologyDirectorServiceAssistant@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

**Canberra Hospital and Health Services
Women, Youth and Children
Women Youth and Children Community Health Programs
General Practitioner**

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 24259)

Gazetted: 29 November 2018

Closing Date:

Overview of the work area and position: The ACT Women's Health Service (WHS) provides inter-professional 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, sexual identity, mental health or substance use. WHS is seeking a medical practitioner with a specialty in general practice and experience in and a commitment to working with marginalised women. The position will provide expert transitional medical services to women, provide medical leadership within WHS and work collaboratively within the inter-professional team and with other relevant services, to promote a holistic response to addressing the needs of women to improve health and wellbeing outcomes. The position is predominantly located at Women's Health Service in Civic, but there may be outreach opportunities

required. 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 10.5% superannuation, ranges from \$271,494 - \$330,464 Eligibility/Other Requirements: This position is a protected position and is open to women only as Canberra Health Services, 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 medical service. o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australian College of General Practitioners or equivalent specialist qualifications. o Be registered under the Working for Vulnerable People Act. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This is a temporary part time position at 23 hours per week for 12 months with the possibility of permanency. Contact Officer: Nikki Goddard (02) 5124 1787 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

Clinical Services

Women Youth and Children

Women, Youth and Children Operational

Assistant Director of Nursing and Midwifery (Clinical Support and Projects)

Registered Nurse Level 4.3 \$130,586, Canberra (PN: 26091)

Gazetted: 29 November 2018

Closing Date: 13 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Division of Women, Youth and Children offers a range of primary, secondary and tertiary services across the acute and community based sectors. These services include specialist paediatric services, including high care, adolescents, medical and surgical wards, and day stay and outpatient services. Specialist neonatology services include a tertiary level Neonatal Intensive Care Unit, and a Special Care Nursery. Maternity Services include antenatal, birthing and postnatal care for low risk women, and women requiring complex care. Reporting to the Director of Nursing and Midwifery, the Assistant Director of Nursing (ADON) Clinical Support holds a senior leadership position within the Division of Women Youth and Children (WYC). The ADON provides leadership, strategic direction, planning and operational leadership to the clinical support teams to achieve high quality and safe patient care within WYC. The role also has primary responsibility for flow activities throughout the Centenary Hospital.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse and/or Midwife. Desirable: Post graduate qualifications in Health Management, Leadership and/or Project Management and Post graduate qualifications in Nursing and/or Midwifery. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Karen Faichney (02) 5124 7470 karen.faichney@act.gov.au

Clinical Services

Medicine

Chronic Care Program

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$114,377, Canberra (PN: 17953)

Gazetted: 29 November 2018

Closing Date: 13 December 2018

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

acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Chronic Care Program provides clinical support, education and care coordination for patients living with chronic health conditions. This Clinical Nurse Consultant (CNC)/ Nurse Manager position is responsible for the operational management and leadership of a multidisciplinary team. The successful applicant will be able to manage efficiently; to lead quality improvement and participate in research; to represent Chronic Care throughout the ACT and liaise with colleagues nationally. This is a rewarding and exciting position within a vibrant, expanding service. Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); current driver's licence. Desirable: Clinical experience in chronic disease management, acute medical nursing, ambulatory care or general medicine; 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 Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Wendy Mossman (02) 5124 5164 wendy.mossman@act.gov.au

Clinical Services

Surgery and Oral Health

General Surgery and Ophthalmology

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22236, several)

Gazetted: 29 November 2018

Closing Date: 6 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with Canberra Health Service's Territory Wide Services Framework. Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery and Oral Health is responsible for delivering inpatient and outpatient care to consumers requiring elective and emergency surgical procedures. As a major tertiary and trauma referral centre for the ACT and surrounding NSW, Canberra Hospital needs to be equipped and able to manage high volumes of trauma and emergency cases that cannot be provided by other facilities. The Dental Health Program delivers prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. Overview of the work area and position: Ward 10A – General Surgical and Ophthalmology, is a 28 bed inpatient unit delivering patient

centred care and focus on the management of patients who have had abdominal surgery and require stoma care. Ward 10A is also responsible for the safe patient centred care to trauma patients. Ward 10A has a great team of nurses who strive to provide positive outcomes for patients through the utilisation of the Team Nursing model. The Registered Nurse Level 2 is expected to have a demonstrated competence in advanced nursing practice and provide guidance to less experienced nursing staff and students. The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains; clinical care, leadership, education, safety and communication.

Eligibility/Other Requirements: Mandatory: Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Three years full time post registration in Nursing; experience and demonstrated competence (knowledge, skills and attitude) within the specialities of General Surgery and Ophthalmology nursing. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: There are several permanent, temporary, full and part-time positions available and an order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Manuia Saifoloi (02) 5124 3928 manuia.saifoloi@act.gov.au

Women Youth and Children

Paediatric

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 20335)

Gazetted: 29 November 2018

Closing Date: 6 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence based quality care and advocacy for all children and adolescents in the ACT and surrounding areas with acute and chronic health needs. The Paediatric Research and Clinical Trials Unit is looking for a Clinical Trials Coordinator to join its team. This position involves the management and coordination of clinical trials involving young children and their families. Currently the role is required for 8 hours per week although may vary depending on workload.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA); Good Clinical Practice (GCP) certification in Australia, or ability and willingness to obtain. Desirable: Previous experience coordinating and/or conducting clinical trials; relevant post graduate qualification in nursing research or paediatric/child health; demonstrated knowledge and understanding of Human Research Ethics processes and procedures. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a temporary position available for a period of six months with the possibility of extension. This is a part-time permanent position available at 8:00 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Jeffery Fletcher (02) 6207 6305 jeffery.fletcher@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Opioid Treatment Service

Indigenous Alcohol and Other Drugs Counsellor

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 38438)

Gazetted: 29 November 2018

Closing Date: 10 January 2019

Details: About Us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of CHS's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and collaboratively with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Person and carer participation is encouraged in all aspects of service planning and delivery. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings, including peoples home. These services include: Alcohol and Drug Services; Adult Acute Mental Health Services; Rehabilitation and Speciality Mental Health Services; Adult Community Mental Health Services; Child and Adolescent Mental Health Services; Justice Health Services; Dhulwa Mental Health Unit. Overview of the work area and position: The Alcohol and Drug Service is a multidisciplinary service within CHS providing a range of specialist services for people affected by alcohol and other drug use. The Police and Court Drug Diversion Service, is a contemporary, evidence based service providing high quality care, guided by principles of harm minimisation. This is a free outpatient government service that provides counselling and a range of psycho- educational and therapeutic groups to Aboriginal and Torres Strait Islander people seeking assistance with hazardous or harmful alcohol and other drug use as well as substance abuse and substance disorders. Clinicians work in a client centred and collaborative way with people that respects their experience, expertise, perceptions, goals and cultural background. Client centred care appreciates that people have the right to set their own goals, draw their own conclusions and make their own choices about treatment.

Eligibility/Other Requirements: Mandatory: 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 for Vulnerable People Act 2011*; applicants must have a 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; applicants must have a minimum of three years (ideal five years) post qualification experience. Desirable for Psychology: Approved or eligible for approval as a Psychology Board of Australia Supervisor. For Counselling: Eligible qualification pathways: Pathway 1: Minimum four-year full-time (or part-time equivalent) sequence of study made up of: (i) Minimum three-year Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant) AND (ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course OR (iii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model. Pathway 2: Minimum three year Bachelor of Counselling degree via a PACFA or ACA accredited course. AND (i) Minimum one-year full-time (or part-time equivalent) post-graduate study in

counselling via a PACFA or ACA accredited course. OR (ii) Three-year part-time ANZAP training in the Conversational Model. For both pathways: Demonstrated evidence of eligibility for listing on ARCAP as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3; minimum of 12 months paid professionally relevant workplace experience; experience and/or training in providing supervision. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of seven months until 30 June 2019 with the possibility of extension. This is a designated position and is only open to Aboriginal and/or Torres Strait Islander people, in accordance with s42, *Discrimination Act 1991*. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. This position may be required to participate in an overtime, on call and/or rotation roster.

Contact Officer: Daniel Panozzo (02) 6174 8349 daniel.panozzo@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health

Perinatal Mental Health Clinician

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 16736)

Gazetted: 29 November 2018

Closing Date: 13 December 2018

Details: About us: Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS), Perinatal Mental Health Consultation Service (PMHCS) provides mental health assessment, treatment and other services including support, advice and referrals for women from conception to 12 months after giving birth experiencing moderate to severe mental health issues. The role will require the team member to provide triage, assessment and clinical intervention to Perinatal women experiencing mental health issues. The role will also require the individual to undertake professional development and supervision, provide support to Health Professional Level 1 (HP1) and HP2 clinicians, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy' registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA) and eligibility for professional membership of Occupational Therapy Australia. For Psychology: Be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA); current driver's licence. 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. For Social Work: Degree in Social Work; eligibility for membership of the Australian Association of Social Workers; registration or eligibility for registration under the *Working with Vulnerable People Act 2011* and a current driver's licence. Highly desirable for all disciplines: Minimum of three years (ideal five years) post qualification; experience in working with children and young people; experience in working with client's who have mental health issues. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS credentialing requirements for allied health; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a temporary position available for a period of 10 months with the possibility of extension and is based in the Perinatal Mental Health Consultation Service. Selection may be based on written application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months. The successful candidate will be required to be available to work within all program areas of CAMHS as service needs arise and be available for weekend work when necessary. Please note that part time hours won't be considered.

Contact Officer: Bridget Dillon (02) 6205 1469 bridget.dillon@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Clinical Manager

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 29890, several)

Gazetted: 29 November 2018

Closing Date: 13 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Speciality Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services. Overview of the work area and position: The allied health permanent position/s are based in the Gungahlin and Belconnen Mental Health Teams. Both of these teams are multidisciplinary and part of Adult Community Mental Health Services (ACMHS). Allied health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new Model of Care (MoC) is underpinned by principles of recovery and aims to: Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions; clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact; provide optimal treatment for people in their homes and community as effective hospital diversion. The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff at the Health Professional 1 (HP1) and 2 Levels as well as students. Importantly the new MoC will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care. The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants). This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia; eligibility for professional membership of Occupational Therapy Australia; minimum of three years (ideal five years) post qualification. For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia; minimum of three years (ideal five years) post qualification. Highly 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. For Social Work: Degree in Social Work; professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW) and minimum of three years (ideal five years) post qualification. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with CHS credentialing requirements for allied health; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: There are two positions available and an order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Deepthy Palamadathu (02) 6205 1110 deepthy.palamadathu@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health

Social Worker/Psychologist/Occupational Therapist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 41858)

Gazetted: 29 November 2018

Closing Date: 6 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include: Rehabilitation and Speciality Services; Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues. Under the direction of the Manager of CAMHS Specialist Youth Mental Health Outreach (SYMHO), the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. Health Professional Officers within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Be registered or eligible for registration with Occupation Therapy Board of Australia; eligibility for professional membership of Occupational Therapy Australia; applicants must have a minimum of three years (ideal five years) post qualifications experience; current driver's licence. For Psychology: Be registered (or be eligible for general registration) as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA); applicants must have a minimum of three years (ideal five years) post qualifications experience; current driver's licence. Desirable: Approved (or eligible for approval) as a Supervisor and/or Secondary Supervisor for 4 +2 Internship Programs by the Psychology Board of Australia, incl. Higher Degree Students. For Social Work: Degree in Social Work; professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW); registration under the *Working with Vulnerable People Act 2011*; applicants must have a minimum of three years (ideal five years) post qualifications experience; current driver's licence. Highly desirable, for all disciplines: Previous experience working

in mental health sector, post qualification; previous experience working with young people. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS credentialing requirements for allied health; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a temporary position available for a period of 12 months until 3 December 2019. The successful candidate will be required to be available for evening and weekend work on a regular rostered basis and be available to work within all program areas of CAMHS as service needs arise. Selection may be based on written application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Laura Dawel (02) 6205 2090 laura.dawel@act.gov.au

Clinical Services

Medicine

Occupational Therapist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 29153)

Gazetted: 29 November 2018

Closing Date: 6 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for CHHS is to ensure the delivery of ACT Health's Territory Wides Services Framework, the CHS Quality Strategy and government priorities. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Occupational Therapy services work collaboratively with individuals, families, carers and service providers within and external to CHS. With distant 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. 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. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within CHS providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and the Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of CHS's network of health facilities designed to meet the needs of our growing and ageing population. 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 or the Department Manager at this level.

Eligibility/Other Requirements: Mandatory: Be registered with the Australian Health Practitioner Regulation Agency (AHPRA); Tertiary qualifications or equivalent in Occupational Therapy and eligibility for membership of Occupational Therapy Australia; current driver's licence. Prior to commencement successful candidates will be required undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a temporary position available for a period of two years with the possibility of extension. This position may be required to participate in overtime, on call and/or rotation roster.

Contact Officer: Domenico Tripodi (02) 5124 3286 domenico.tripodi@act.gov.au

Clinical Services

Medicine

Chronic Care

Clinical Care Coordinator

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 12678, several)

Gazetted: 29 November 2018

Closing Date: 13 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The CHS Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: Located at the Canberra Hospital within the Chronic Care Program, the Care Coordination Service is primarily a community based service which aims to support adults with a variety of chronic conditions to improve their health and wellbeing. The Care Coordination service provides home visits to patients, and this represents the majority of their service delivery. Under the direction of the Chronic Care Program Nurse Manager, the Clinical Care Coordinator is responsible for working as part of a chronic disease management inter-disciplinary team to promote positive patient outcomes through the provision of high quality clinical care coordination, health promotion, advance care planning, quality improvement activities and education. Clinical Care Coordination involves using the principles of self-management to conduct patient assessments and gather information; work collaboratively with the patient to create a care plan; support the patient to carry out their goals and care plan, including where appropriate linking in with other health professionals and service providers. The Clinical Care Coordinator is supported by the Chronic Care Program Nurse Manager, and Health Professional discipline specific advice, guidance and support will be provided as required from the relevant Professional Lead.

Eligibility/Other Requirements: Mandatory: Be registered (or be eligible for registration) as a Health Professional with the Australian Health Practitioner Regulation Agency (AHPRA) OR (For Non-AHPRA registered professions) Membership (or eligibility for membership) with relevant professional board/association. Desirable: Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with CHS credentialing requirements for allied health; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Elizabeth Forbes (02) 5124 5289 elizabeth.forbes@act.gov.au

Rehabilitation, Aged and Community Care

Allied Health

Rehabilitation Counsellor

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 18485, several)

Gazetted: 29 November 2018

Closing Date: 6 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. An exciting opportunity exists for a clinical psychology registrar to join the friendly and supportive Psychology and Counselling team in the Division of Rehabilitation, Aged and Community Care (RACC). Our team consists of Clinical Neuropsychology, Clinical Psychology, and Counsellor Positions. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings. The successful applicant will provide high quality psychological services across the RACC inpatient and outpatient settings. Services include assessment, feedback, provision of reports, cognitive remediation, service improvements, and education of clients and staff, as required. The caseload consists of: Rehabilitation (e.g. for adult clients post stroke, amputees, reconditioning); inpatients and outpatients (located at the new University of Canberra Hospital). Canberra Health 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: An exciting opportunity exists within the Rehabilitation, Aged and Community Care (RACC) division for a Counsellor. We are looking for a suitably qualified and experienced health professional to fill the role of Counsellor in our Rehabilitation programs. Rehabilitation is a therapeutic process aimed at maximising recovery and independence after illness or injury. The Counsellor will be working with clients of rehabilitation (and when appropriate, their family/carers) who would benefit from the provision of appropriate therapeutic counselling. The Counsellor works as part of a multidisciplinary team, providing a service to clients of the RACC Rehabilitation programs as they make the transition through various stages in the rehabilitation process. This position will report to the Manager/Senior Clinical Psychologist for Line Management and will receive appropriate professional/clinical supervision.

Eligibility/Other Requirements: Mandatory: For Social Work: Tertiary qualifications in Social Work (AASW Accredited Social Work Degree); eligibility for membership with the Australian Association of Social Workers. For Psychology: At least a four or five year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1); be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Previous work as a counsellor. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS credentialing requirements for allied health; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: There are several positions available and an order of merit list may be established to fill future vacancies at level over the next 12 months. These are part-time positions available at 29.24 hours per week and the full-time salary noted above will be paid pro-rata. This position(s) may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Sean Hambrook (02) 5124 0076 sean.hambrook@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Mental Health Services

Therapist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 40923)

Gazetted: 29 November 2018

Closing Date: 6 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of CHS's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services; Dhulwa Mental Health Unit; Justice Health Services, and Rehabilitation and Specialty Mental Health Services. Overview of the work area and position: The Therapist (psychological interventions) position is based in the Therapies Team of the Adult Community Mental Health Services (ACMHS) program area. The key function of the Therapies Team is to provide high-intensity, evidence-based psychological and psychosocial interventions to people, including psychological interventions, family-based interventions, and functional and occupational interventions. The Therapies Team aims to maximize the application of concentrated psychological and psychosocial interventions and enhance available treatment options for people who are clinically managed by a Community Recovery Service (CRS). As a function established under the ACMHS Model of Care, the Therapies Team provides targeted interventions that are unavailable elsewhere in the ACT and which are based on highest need within the ACMHS population. The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. Allied Health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. The successful applicant of the HP2 Therapist position is responsible for conducting clinical assessments and delivering psychological interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 Level as well as to students and clinically-related staff (such as Allied Health Assistants). The position will report operationally to the HP4 Team Leader of the Therapies Team. Professional governance of this position will come from the relevant Discipline Principal (MHJHADS).

Eligibility/Other Requirements: For Psychology: Mandatory: Hold General Registration with the Psychology Board of Australia and minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service. Desirable: Current driver's licence. For Social Work: Mandatory: Degree in Social Work; professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW); registration under the ACT *Working with Vulnerable People Act 2011*; minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service. Desirable: Current driver's licence and accreditation as a Mental Health Social Worker with the AASW. For Occupational Therapy: Mandatory: Hold registration with the Occupational Therapy Board of Australia; professional membership or eligibility for professional membership of Occupational Therapy Australia (OTA); minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service. Desirable: Current driver's licence; endorsement as a Better Access to Mental Health Occupational Therapist with OTA. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS credentialing requirements for allied health and comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Nikki O'Dwyer (02) 5124 1750 nikki.o'dwyer@act.gov.au

Clinical Services

Rehabilitation Aged and Community Care

Canberra Region Cancer Centre (CRCC)

Social Worker

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 19778)

Gazetted: 29 November 2018

Closing Date: 6 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Canberra Health Services, provides multidisciplinary care across a range of hospital and community settings. There are several teams who provide Social Work services across inpatient, outpatient and community settings. The Acute Support Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics. Rehabilitation Aged and Community Care team (RACC) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post acute and long-term illnesses. The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services. Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing. The Social Worker will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Social Work or equivalent; current membership or eligibility for membership of the Australian Association of Social Workers; at least one year's social work experience post qualification. Desirable: Current driver's licence and previous experience in a health setting. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with CHS credentialing requirements for allied health; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is an expected permanent vacancy. Selection may be based on written application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.
Contact Officer: Patrice Higgins (02) 5124 0075 patrice.higgins@act.gov.au

Canberra Hospital and Health Services

Ward Services

Clinical Support Services

Ward Clerk

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 21070, several)

Gazetted: 29 November 2018

Closing Date: 6 December 2018

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Note: There are several permanent part-time position available at 28 hours, 17.5 hours and 18.5 hours per week. The full-time salary noted above will be paid pro rata. A merit list may be established to fill future vacancies at level which may arise over the next 12 months. The successful applicant will have to participate in a 24/7 rotating roster (day, evenings and night's shifts).

Contact Officer: Jimmy Varghese (02) 5124 3277 jimmy.varghese@act.gov.au

Canberra Hospital and Health Services

Women, Youth, and Children

Women, Youth and Children Community Health Programs

Administration Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 30674)

Gazetted: 29 November 2018

Closing Date: 6 December 2018

Details: About us: Canberra Health Services is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The ACT Women's Health Service (WHS) provides inter-professional and holistic nursing, medical and counselling services to women in the ACT. Services are provided from both central and outreach locations. WHS understands that disadvantage and vulnerability contributes to poor physical and emotional health for many women. For this reason we give priority to women who experience significant barriers to health service access. These barriers may include, but are not limited to, the impact of violence, social or economic disadvantage, disability, language, culture, sexuality or isolation.

Eligibility/Other Requirements: This position is a protected position and is open to women only as Canberra Health Services, consistent with section 34(2)(l) 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 lead the counselling service. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Nikki Goddard (02) 5124 1787 nikki.goddard@act.gov.au

Clinical Services

Medicine

Sleep Disorders Unit

Graduate Sleep Scientist

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 15222)

Gazetted: 29 November 2018

Closing Date: 13 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Sleep Disorders Unit (SDU) is part of the Department of Respiratory and Sleep Medicine (DRSM) based in the Division of Medicine. The SDU provides 24-hour clinical services to patients for the assessment and management of sleep disorders. The Health Professional Level 1 (HP1) Graduate Sleep Scientist role participates in a rotating roster of day, evening and overnight shifts to ensure provision of high quality clinical services. The role will also assist with quality assurance activities and support student placements. Training will be provided for all aspects of the role. In CHS, the sleep science profession is one (1) of the Clinical Measurement Science (CMS) disciplines. The other CMS disciplines are cardiac science, clinical neurophysiology, and respiratory science. Scientific staff employed across CMS work under a collective vision; Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence. The CHS Clinical Measurement Sciences Competency Framework outlines the knowledge, skills, behaviours and attributes required of all scientific staff in order to fulfil this vision, and aligns with the CHS values of care, excellence, collaboration and integrity. The CMS competency framework consists of five generic competency domains that allow for consistent application across all of the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and Professional Development.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications or equivalent in Health Science/Human Physiology and eligibility for membership of the Australasian Sleep Technologists Association (ASTA). Desirable: Experience working in sleep physiological measurement. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with CHS credentialing requirements for allied health and comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: The successful applicant will be required to have the ability to work independently up to a 12 hour overnight shift as part of operational requirements.

Contact Officer: Derek Figurski (02) 5124 2066 derek.figurski@act.gov.au

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Community Care Program

Enrolled Nurse - Community Care Program

Enrolled Nurse Level 1 \$57,635 - \$61,578, Canberra (PN: 28337)

Gazetted: 29 November 2018

Closing Date: 13 December 2018

Details: About us: Canberra Health Services is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. The Link team is responsible for providing afterhours nursing services to patients with a broad range of needs within the ACT community by coordinating the afterhours rapid response service for community nursing including weekends and ACT public holidays. This part-time role is instrumental to providing effective support to patients in the community to enable them to remain in their own environment wherever possible. The role oversees interventions which actively contribute to the prevention of unnecessary presentations to acute facilities.

Eligibility/Other Requirements: Mandatory: Must be registered or be eligible for registration as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA); and a current driver's licence. Desirable: Diploma in Nursing or equivalent is highly desirable; recent experience in a wide range of clinical hospital and/or community health settings applicable to the position. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Note: This is a permanent part-time evening position works a 5x2 roster of six hour shifts totalling 21 hours per week, the full-time salary noted above will be paid pro rata. Extra shifts including night duty are available at times to backfill other part time staff members. Comprehensive orientation and training will be provided. This is a small team that prides itself on flexibility and a supportive can do attitude.

Contact Officer: Leontine Muis (02) 5124 2900 leontine.a.muis@act.gov.au

Clinical Services

Clinical and Diagnostic Services

Food Services - Operations Support Services

Food Service Officer

Health Service Officer Level 4 \$49,958 - \$51,869, Canberra (PN: 23000, several)

Gazetted: 29 November 2018

Closing Date: 13 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: This role is for Production, Preparation and Stores Area. 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 CHS Services north and south of Canberra. The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital. Food Service is organised into the following functional areas: Food Service Administration; Operation Support Services - Food preparation and Food Production; Patient Services – Meal Plating and Rethermalisation/Meal deliveries to patients/Menu monitors; Cafeteria – Food, meals and drinks for staff and guests; Stores – Receipt, dispatch and storage of perishable and non-perishable food supplies; External sites, Dhulwa and other Community Centres.

Eligibility/Other Requirements: Mandatory: Current driver's licence. Desirable: Relevant food service work experience highly desired and relevant experience in Microsoft Office applications; relevant food service Information Technology (IT) systems. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: There are several temporary positions available for a period of 12 months with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months. The successful applicants must have the ability to work rotating shifts including weekends between (7:00am – 7:00pm).

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

Clinical Services

Clinical Support Services

Ward Services

Hospital Orderly

Health Service Officer Level 3 \$48,385 - \$49,958, Canberra (PN: 36055, several)

Gazetted: 29 November 2018

Closing Date: 6 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Clinical Support, Canberra Hospital. Ward Services plays a vital role in the delivery of essential support services to all areas of The Canberra Hospital. The Wardsperson position is a clinical support service and provides assistance with patient care. The Canberra Hospital is a 24 hours services that operates on a daily basis including weekends and Public Holidays. These positions are to assist with patient manual handling and transport throughout the hospital campus, and to assist in code response. Eligibility/Other Requirements: Desirable: Knowledge of Wardsperson duties and understanding of the Ward Services commitment to client services and outcomes; ability to work Monday to Friday or shift work at 76 hours a fortnight as required within all areas of the Hospital; current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: There are several full and part-time positions available and an order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: David Hosie (02) 5124 2610 david.hosie@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Project Implementation Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 35724)

Gazetted: 29 November 2018

Closing Date: 6 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: This role will require the successful applicant to lead and coordinate the Implementation of the ACMHS Model of Care within the Division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS). This position requires project management experience and skills, higher level verbal and written communication skills as well as the proven ability to consult effectively with various stakeholder groups through well-developed interpersonal, negotiation and conflict resolution skills.

Eligibility/Other Requirements: Mandatory: Project management experience and previous experience working in a mental health service is 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 a period of six months with the possibility of extension.

Contact Officer: Bruno Aloisi (02) 6205 1048 bruno.aloisi@act.gov.au

Clinical Services

Cancer, Ambulatory and Community Health Support

Palliative Care

McGrath Sponsored Breast Care Nurse

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 41602)

Gazetted: 29 November 2018

Closing Date: 13 December 2018

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Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) and holds or is working towards a post graduate qualification in Breast Care Nursing or Cancer Nursing. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a temporary position available for a period of three years until 31 December 2018. This is a part-time permanent position available at 32:00 hours per week and the full-time salary noted above will be paid pro-rata.

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

Clinical Services

Quality, Safety and Governance

Patient Safety Unit

Clinical Risk and Patient Safety Support Officer

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 19182, several)

Gazetted: 29 November 2018

Closing Date: 6 December 2018

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services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Quality, Safety and Governance Division is focusing on Canberra Health Services' strategic approach to patient safety, quality, governance and risk with a focus on continuous quality improvements. The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement, as well as providing strategic frameworks in quality, governance and risk across Canberra Health Services. Branches within the Quality, Safety and Governance Division are: Clinical Effectiveness; Patient Safety; Patient Experience; Governance. The role of the Quality, Safety and Governance Division is to support the improvements in person-centred, safe and effective care delivery. This is achieved through: Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation; continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement. Overview of the work area and position: The Patient Safety Team (PST) within Clinical Safety and Quality Unit includes the Clinical Risk team, the Medico Legal team and the Clinical Safety System team. The PST provides support to clinical and non-clinical staff to assist in the delivery of safe, effective and person-centred health care. The unit is located at Bowes Street in Woden, ACT, and staff will occasionally be required to attend other CHS facilities, including the Canberra Hospital campus. Under the direction of the Director of Clinical Risk, the Clinical Risk and Patient Safety Support Officer provides support and administrative assistance to the Patient Safety Team in order to progress strategic improvements and activities of the PST.

Eligibility/Other Requirements: Mandatory: Be registered (or be eligible for registration) with the Australian Health Practitioner Regulation Agency (AHPRA) OR Tertiary qualifications or equivalent in a health profession and eligibility for membership of the appropriate professional organization. Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

Note: There are two temporary positions available for a period of two months. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Jenny Broome (02) 6205 6955 jenny.broome@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Manager (Aboriginal Liaison Officers)

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40427)

Gazetted: 29 November 2018

Closing Date: 13 December 2018

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non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services; Dhulwa Mental Health Unit; Justice Health Services, and Rehabilitation and Specialty Mental Health Services. Overview of the work area and position: The successful candidate will be both the Manager and an Aboriginal and Torres Strait Islander Liaison Officer (ALO). They will lead and provide appropriate consultation, support, liaison, and culturally appropriate and responsive care to Aboriginal and Torres Strait Islander people with mental health, justice health and drug and alcohol issues, their families, and community agencies. The service responsibilities of the Team Manager/ALO are ACT wide and encompass all age groups and all settings where mental health, alcohol and drug and justice health services are delivered in the ACT, including the Correctional Facilities (Alexander Maconochie Centre, Dhulwa Mental Health Unit, Bimberi Youth Detention Centre and the Periodic Detention Centre), Canberra Hospital, Brian Hennessy Rehabilitation Centre and Community Health Centres. The ACT Public Service offers a local Aboriginal and Torres Strait Islander employee network (Murranga Murranga) along with CHS's Aboriginal and Torres Strait Islander Health Workforce Support Network. Eligibility/Other Requirements: Mandatory: Knowledge of local Aboriginal and Torres Strait Islander communities and health issues; Certificate IV in Mental Health and/or Alcohol or Other Drug Skill training qualification (or equivalent) or a willingness to undertake such studies; and a current driver's licence. Desirable: Previous management experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU). Note: This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore confirmation may be requested. Contact Officer: Connie Galati (02) 5124 1649 connie.galati@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation Aged and Community Care
Community Care Program
Occupational Therapist - Senior Clinician**

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 22027)

Gazetted: 29 November 2018

Closing Date: 13 December 2018

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within and external to Canberra Health Services. Canberra Health Services is a values-led Directorate. Overview of the work area and position: Community Care Occupational Therapy services are offered from community health centres and in patient homes across the ACT. The service provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care Occupational Therapy also provides services for the National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele. We pride ourselves on our continual drive for high quality patient care. The manager is responsible for overseeing and achieving efficient and effective patient centred services, staffing and resource management. In this role you will be part of a friendly and engaging interprofessional management team.

Eligibility/Other Requirements: *Mandatory:* Degree in Occupational Therapy, or recognised equivalent; be registered with the Australian Health Practitioner Regulation Agency (AHPRA); and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with Canberra Health Services credentialing requirements for allied health. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in Canberra Health Services facilities, the person occupying this position will be required to comply with Canberra Health Services credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made; and comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a temporary full-time leadership role. It is a great opportunity for an experienced Senior Clinician to stretch themselves and explore their passion for health service management. The position is available from late February 2019 for a period of seven months with the possibility of extension. Selection may be based on written application and referee reports only.

Contact Officer: Dominic Furphy (02) 5124 1671 dominic.p.furphy@act.gov.au

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Health Systems, Policy and Research

Office of Deputy Director-General Health Systems, Policy and Research

Executive Assistant

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41522)

Gazetted: 29 November 2018

Closing Date: 6 December 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Health Systems, Policy and Research Division provides wide non-clinical strategic and operational services and is critical to the effective provision of health services. The Health Systems, Policy and Research Division consists of the following Branches: Health System Planning and Evaluation; Policy Partnerships and Programs; Public Health, Protection and Regulation; Office of Clinical Leadership; Centre of Health and Medical Research. The Deputy Director-General is supported by an Executive Assistant. This position will involve you using your knowledge and skills to provide administrative support in a high pressure working environment. Under broad direction, the Executive Assistant will play a key role in providing high level secretarial and administrative assistance and support to the Deputy Director-General. 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 work deadlines in an environment of competing priorities.

Eligibility/Other Requirements: *Mandatory:* High level of proficiency in Microsoft Office Suite particularly Outlook, Word and Excel; comprehensive Total Records Information Management (TRIM) experience; and experience in providing confidential high level executive assistance and administrative support services to senior management. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Elizabeth Webster (02) 6207 2111 elizabeth.webster@act.gov.au

Health Systems, Policy and Research

Health Protection Service

Environmental Chemistry

Environmental Analytical Chemist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 21880)

Gazetted: 29 November 2018

Closing Date: 6 December 2018

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Eligibility/Other Requirements: Mandatory: Degree in Science preferably with a major in Chemistry, or other approved qualification; current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for a period of six months until 26 July 2019 with the possibility of extension. Selection may be based on written application and referee reports only. The Environmental Chemistry Unit is a National Association of Testing Authority (NATA) accredited laboratory for the chemical testing of air and operates the Australian Capital Territory's Air Quality monitoring program. The unit also performs environmental chemical analysis including the identification of asbestos and airborne asbestos fibre counting as required.

Contact Officer: Ian Firkins-Fox (02) 6205 8718 ian.fox@act.gov.au

Clinical Services

Cancer, Ambulatory and Community Health Support

Radiation Oncology

Systems Development and Change Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39629)

Gazetted: 29 November 2018

Closing Date: 13 December 2018

Details: About us: ACT Health 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. The Division of Cancer, Ambulatory and Community Health Support provides Canberra Region Cancer Services including cancer screening, assessment, diagnostic and treatment services, palliative care services and also administration support to Ambulatory and Community Health sites. Overview of the work area and position: The Radiation Oncology Department at the Canberra Region Cancer Centre provides comprehensive state-of-the-art radiotherapy services including external beam, High-Definition Range (HDR) brachytherapy, superficial radiation treatments and Low-Dose Rate (LDR) (seed implant) prostate brachytherapy treatment options. Radiation therapy treatment involves initial consultation with a radiation oncology staff specialist, computerised tomography simulation for localisation of the region to be treated, treatment planning and delivery of the treatment course and progress checks. The department is undertaking a program of improvements maturing systems and processes to support service delivery. The position will take a lead role in developing the use of the ARIA Oncology Information Management System to support clinical workflow, research and information management needs of the department with the aim of achieving automated solutions, ongoing process and system improvement and overseeing application upgrades and system replacements. In addition to system performance the role is responsible for developing consistent reporting and intelligence, data items and system compliance to meet emerging strategic needs such as activity based funding, organisational redesign, service and access initiatives. To be successful in this role you will have extensive experience in managing complex organisational change and redesign projects. You will have strong stakeholder engagement skills and be able to negotiate successful outcomes across diverse groups of stakeholders. You will

have a track record of identifying innovative solutions for complex problems, particularly in relation to business processes.

Eligibility/Other Requirements: Desirable: Tertiary qualifications in Project or Change Management, and/or a health related field; Project management skills. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for three years until 7 January 2022.

Contact Officer: Sarah Mogford (02) 5124 2284 sarah.f.mogford@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Senior Officer Grade B \$118,319 - \$133,197

Damian Black 858-52236, Section 68(1), 29 November 2018

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

Aidan Prescott 853-69885, Section 68(1), 21 November 2018

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$79,824 - \$91,356

Lauren Aeberhard 844-03391, Section 68(1), 23 November 2018

Justice and Community Safety

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

Rylee Ferrier 858-53511, Section 68(1), 26 November 2018

Ambulance Paramedic \$70,647 - \$79,475 plus penalties

Tessa Kolaric 858-61765, Section 68(1), 14 January 2019

Canberra Health Services

Health Service Officer Level 3 \$48,385 - \$49,958

Carol Andreev 845-21785, Section 68(1), 29 November 2018

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

Rachael Bedford 848-84981, Section 68(1), 29 November 2018

Health Service Officer Level 3 \$48,385 - \$49,958

Roberto Cruz 838-54043, Section 68(1), 29 November 2018

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

Stiffi Joy Delos Reyes 859-52456, Section 68(1), 29 November 2018

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

Claire Doherty 853-62384, Section 68(1), 29 November 2018

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

Kerry Gill 847-02092, Section 68(1), 30 November 2018

Health Service Officer Level 3 \$48,385 - \$49,958

Janake Hilton 838-52988, Section 68(1), 29 November 2018

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

Tej Jot Kaur 848-84236, Section 68(1), 29 November 2018

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

Brittany Kent 853-59732, Section 68(1), 14 November 2018

Enrolled Nurse Level 1 \$57,635 - \$61,578

Sonya Kershaw 845-03886, Section 68(1), 29 November 2018

Enrolled Nurse Level 1 \$57,635 - \$61,578

Emmaleigh Martinuzzo 845-03069, Section 68(1), 29 November 2018

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

Elizabeth Mathew 834-45397, Section 68(1), 29 November 2018

Registered Nurse Level 2 \$88,249 - \$93,533

Deanne Mitchell 858-62485, Section 68(1), 26 November 2018

Health Service Officer Level 3 \$48,385 - \$49,958

Mathew Pero 844-34913, Section 68(1), 29 November 2018

Health Service Officer Level 3 \$48,385 - \$49,958

Marija Radosavljevic 844-32176, Section 68(1), 29 November 2018

Administrative Services Officer Class 2/3 \$52,991 - \$64,616

Jillian Rawstorn 845-02744, Section 68(1), 1 December 2018

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

Sara Roach 858-60877, Section 68(1), 29 November 2018

Health Service Officer Level 3 \$48,385 - \$49,958

Amy Rogers 847-01356, Section 68(1), 29 November 2018

Health Service Officer Level 3 \$48,385 - \$49,958

Ambalika Sami 847-03167, Section 68(1), 29 November 2018

Health Service Officer Level 3 \$48,385 - \$49,958

Yu Shi 845-21603, Section 68(1), 29 November 2018

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

Riset Toyogon 847-11861, Section 68(1), 29 November 2018

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

Rebecca Wells 762-84513, Section 68(1), 30 November 2018

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

Heather Whisker 858-62645, Section 68(1), 26 November 2018

TRANSFERS

Community Services

Helen Mary deWarren Pettett: 846-97860

From: Administrative Services Officer Class 5 \$74,081 - \$78,415
Community Services
To: Administrative Services Officer Class 5 \$74,081 - \$78,415
Community Services, Canberra (PN. 35271) (Gazetted 21 August 2018)

Canberra Health Services

Marissa Bakker: 835-89155

From: Registered Nurse Level 2 \$88,249 - \$93,533
Canberra Health Services
To: Registered Nurse Level 2 \$88,249 - \$93,533
Canberra Health Services, Canberra (PN. 10539) (Gazetted 13 September 2018)

Catherine Carlyon: 836-12896

From: Registered Midwife Level 2 \$88,249 - \$93,533
Canberra Health Services
To: Registered Midwife Level 2 \$88,249 - \$93,533
Canberra Health Services, Canberra (PN. 19761) (Gazetted 30 August 2018)

Gregory Leahy: 771-95870

From: Registered Nurse Level 2 \$88,249 - \$93,533
Canberra Health Services
To: Registered Nurse Level 2 \$88,249 - \$93,533
Canberra Health Services, Canberra (PN. 22884) (Gazetted 13 September 2018)

Anthony Panthappallil Mathew: 844-76857

From: Registered Nurse Level 1 \$63,548 - \$84,888
Canberra Health Services
To: Registered Nurse Level 1 \$63,548 - \$84,888
Canberra Health Services, Canberra (PN. 37301) (Gazetted 2 August 2018)

PROMOTIONS

ACT Long Service Leave Authority

ACT Long Services Leave Authority

Timothy Mitchell 757-50690

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
ACT Long Services Leave Authority
To: †Senior Officer Grade C \$100,462 - \$108,140
ACT Long Services Leave Authority, Canberra (PN. 40332) (Gazetted 16 August 2018)

Chief Minister, Treasury and Economic Development

Policy and Cabinet

Jarrod Emanuel: 844-8216

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C \$100,462 - \$108,140
Chief Minister, Treasury and Economic Development, Canberra (PN. 33766) (Gazetted 30 July 2018)

Shared Services

Business Services

Strategic Finance

Premila Gopallen: 844-80549

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

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development, Canberra (PN. 01579) (Gazetted 22 September 2017)

Policy and Cabinet

Christopher Kalatzis: 844-82173

From: Administrative Services Officer Class 6 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 31572) (Gazetted 30 July 2018)

Policy and Cabinet

Max Murdoch: 844-82237

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 36044) (Gazetted 30 July 2018)

Education

People and Performance

South Canberra/Weston School Network

Garran Primary School

Tracy Barker: 827-17661

From: School Assistant 2 \$45,058 - \$49,757

Education Directorate

To: School Assistant 4 \$61,214 - \$66,285

Education, Canberra (PN. 41845) (Gazetted 11 September 2018)

School Performance and Improvement

Learning and Teaching

Aboriginal and Torres Strait Islander Education Section

Ben Nicholas Johnston: 824-46478

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

Education

To: Administrative Services Officer Class 6 \$79,824 - \$91,356

Education, Canberra (PN. 07877) (Gazetted 16 October 2018)

School Performance and Improvement

Learning and Teaching

International Education Unit

Lily Stitz: 743-47373

From: Administrative Services Officer Class 6 \$79,824 - \$91,356

Education

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

Education, Canberra (PN. 40296) (Gazetted 11 September 2018)

Justice and Community Safety

Corporate

People and Workplace Strategy

Sangeeta Gupta: 843-25338

From: Administrative Services Officer Class 5 \$74,081 - \$78,415
Environment, Planning and Sustainable Development
To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Justice and Community Safety, Canberra (PN. 14053) (Gazetted 30 August 2018)

ACT Corrective Services

Custodial Operations

Detainee Services

Cameron Watling: 835-93824

From: Senior Officer Grade C \$100,462 - \$108,140
Justice and Community Safety
To: †Senior Officer Grade B \$118,319 - \$133,197
Justice and Community Safety, Canberra (PN. 43662) (Gazetted 19 September 2018)

Transport Canberra and City Services

City Places and Infrastructure

City Presentation

Place Management

Joshua Brian Bracey: 846-86184

From: General Service Officer Level 3/4 \$47,087 - \$51,420
Transport Canberra and City Services
To: General Service Officer Level 5/6 \$52,198 - \$57,445
Transport Canberra and City Services, Canberra (PN. 41510) (Gazetted 7 September 2018)

Office of the Director-General

Lindsay Crowe: 820-89908

From: Administrative Services Officer Class 5 \$74,081 - \$78,415
Environment, Planning and Sustainable Development
To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Transport Canberra and City Services, Canberra (PN. 32261) (Gazetted 8 October 2018)

City Places and Infrastructure

City Presentation

Place Management

Aydon Driscoll: 836-05637

From: General Service Officer Level 3/4 \$47,087 - \$51,420
Transport Canberra and City Services
To: General Service Officer Level 5/6 \$52,198 - \$57,445
Transport Canberra and City Services, Canberra (PN. 13206) (Gazetted 7 September 2018)

Roads and Public Transport

Public Transport Operations

ACTION

Elvis Juric: 853-70528

From: Bus Operator - Training \$66,212
Transport Canberra
To: Administrative Services Officer Class 4 \$66,656 - \$72,175
Transport Canberra and City Services, Canberra (PN. A20198) (Gazetted 4 October 2018)

City Places and Infrastructure

City Presentation

Place Management

Thomas Edward Sands: 853-65227

From: General Service Officer Level 3/4 \$47,087 - \$51,420
Transport Canberra and City Services
To: General Service Officer Level 5/6 \$52,198 - \$57,445
Transport Canberra and City Services, Canberra (PN. 33865) (Gazetted 7 September 2018)

City Places and Infrastructure

City Presentation

Place Management

Yogesh Kumar Vashist: 835-94704

From: General Service Officer Level 3/4 \$47,087 - \$51,420
Transport Canberra and City Services
To: General Service Officer Level 5/6 \$52,198 - \$57,445
Transport Canberra and City Services, Canberra (PN. 56991) (Gazetted 7 September 2018)

Canberra Health Services

Canberra Hospital and Health Services

Medicine

Infection Control

Gabriela Defries: 739-65911

From: Registered Nurse Level 1 \$63,548 - \$84,888
Canberra Health Services
To: Registered Midwife Level 2 \$88,249 - \$93,533
Canberra Health Services, Canberra (PN. 27013) (Gazetted 13 September 2018)