



ACT Government Gazette

Gazetted Notices for the week beginning 14 March 2019

VACANCIES

Calvary Health Care ACT (Public)

Quality Safety & Risk

Clinical Performance & Risk Manager

SOG C Year 1 - 3 \$104,630 - \$112,626, Canberra (PN: expected)

Gazetted: 20 March 2019

Closing Date: 24 March 2019

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

Reference Number: 21419

Contact Officer: Karen Caldwell Karen.Caldwell@calvary-act.com.au

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

Quality Safety & Risk

Standards & Quality Improvement Coordinator

SOG C Year 1 - 3 \$104,630 - \$112,626, Canberra (PN: expected)

Gazetted: 20 March 2019

Closing Date: 24 March 2019

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

Reference Number: 21418

Contact Officer: Karen Caldwell Karen.Caldwell@calvary-act.com.au

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

Emergency Department

Research Assistant

ASO 4 Year 1 - 4 \$69,422 - \$75,169, Canberra (PN: expected)

Gazetted: 20 March 2019

Closing Date: 17 March 2019

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

Officer: David Caldicott David.Caldicott@calvary-act.com.au Applications can be forwarded to:

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

ICT Department

SOG-A \$143,116, Canberra (PN: expected)

Gazetted: 20 March 2019

Closing Date: 17 March 2019

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

Officer: Melanie Andrews melanie.andrews@calvary-act.com.au Applications can be forwarded to:

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

Nutrition & Dietetics

Dietitian

HP2 Year 5 - Year 9 \$75,913 - \$84,816, Canberra (PN: expected)

Gazetted: 20 March 2019

Closing Date: 24 March 2019

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

Reference Number: 21389

Contact Officer: Marie Smith marie.smith@calvary-act.com.au

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

Quality Safety & Risk

Clinical Governance & Quality Manager

SOG B Year 1 - 3 \$123,227 - \$138,723, Canberra (PN: expected)

Gazetted: 20 March 2019

Closing Date: 24 March 2019

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

Reference Number: 21415

Contact Officer: Karen Caldwell Karen.Caldwell@calvary-act.com.au

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

Non Admitted Patient Services

Cardiology Outpatient Clinic

Administration Officer

ASO3 year 1-year 4 \$62,530 - \$67,296, Canberra (PN: expected)

Gazetted: 20 March 2019

Closing Date: 24 March 2019

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

Reference Number: 21412

Contact Officer: Daniel Coliba Daniel.Coliba@calvary-act.com.au

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

Nursing

6 West

Registered Nurse

RN 1 year 3 to Year 8 \$71,587 - \$88,410, Canberra (PN: expected)

Gazetted: 20 March 2019

Closing Date: 31 March 2019

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

Reference Number: 21400

Contact Officer: Sandra Bertie Sandra.Bertie@calvary-act.com.au

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

CIT Student Support

Mentor for Apprentice/Trainees

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 41223, several)

Gazetted: 15 March 2019

Closing Date: 22 March 2019

Details: Canberra Institute of Technology (CIT) is looking for someone with plumbing work experience to mentor Apprentices in Plumbing and Information Communication Technology background. Mentors work to assist students to increase their chance of success in their chosen field, including advice and assistance in planning and completing assessments, study skills, time management, understanding workplace documents and communication, listening to students' issues/concerns and making referrals to appropriate internal and external services. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/other Requirements: Prior to commencing these roles a current registration issued under the *Working with Vulnerable People Registration (Background Checking) Act 2011* is required.

Note: These are temporary position available for term one and two 2019 with the possibility of extension up to less than 12 months. The Plumbing position will be for 15 hours per week and the Information Communication Technology position will be for 10 hours per week. These are part-time positions and the full-time salary noted above will be paid pro-rata. ACT Public Service terms and conditions will apply to any employment. Selection may be based on application and referee reports only. An order of merit may be established to fill future vacancies at level over the next 12 months. How to Apply: Applicants should provide the Application Coversheet, their Resume and a one page pitch outlining their ability to perform the duties of the position along with the names and contact details of two Referees. Applications to be sent to jobs@act.gov.au

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

Industry Engagement and Strategic Relations

Training Initiatives Unit

Assistant Team Leader ACTFA Initiatives

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 18396)

Gazetted: 20 March 2019

Closing Date: 3 April 2019

Details: Applications are invited for the Assistant Team Leader ACT Funding Agreement (ACTFA) Initiatives position in a dynamic team with Canberra Institute of Technology (CIT) Training Initiatives Unit. Under the supervision of the Team Leader you will monitor, review and support the progress of ACTFA programs which currently include Australian Apprentice and Skilled Capital programs including, build and maintain relationships and networks with external and internal stakeholders. Applications are welcome from self-motivated candidates with a drive to achieve excellence in customer service. The position requires eye to detail, liaising with internal and external stakeholders to ensure ACT requirements are met and the customer journey is a good experience. 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.

Note: This position is for temporary filling for a period up to December 2020 with the possibility of extension.

'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.'

How to Apply: Applicants are required to submit the Application Coversheet, statement of claims against the Selection Criteria and current resume and submit to Jobs@act.gov.au.

Contact Officer: Bettina Frey (02) 6207 4202 bettina.frey@cit.edu.au

Education and Training Services

Health, Community and Science

Fit and Well

Senior Group Fitness Instructor

General Service Officer Level 3 \$47,087 - \$48,840, Canberra (PN: 40066)

Gazetted: 15 March 2019

Closing Date: 29 March 2019

Details: Canberra Institute of Technology (CIT) Fit and Well, CIT's commercial gym, and part of the CIT Wellbeing Department, is seeking a highly motivated and responsible Fitness Instructor to assist in the delivery of a wide range of fitness services, including: planning and undertaking group fitness, personal training, fitness testing and programing; maintaining equipment used for training in safe working condition; setting up and packing down equipment for exercise classes and class projects; undertaking administration duties, and ensuring regular monitoring of the Centre. The position also entails participating in stock take and performing tasks associated with store issue. The ability to work flexible hours and able to cover CIT Fit and Well staff shifts is essential. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: This is a temporary position available for a period of 12 months with the possibility of extension up to but not exceeding five years in total. This position is part-time at 22:03 hours per week and the full-time salary noted above

will be paid pro-rata. 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. Selection may be based on application and referee reports only.

How to Apply: Provide a resume, Application Coversheet and address Selection Criteria and send their application to jobs@act.gov.au

Contact Officer: Steve Greig (02) 6207 3566 steve.greig@cit.edu.au

Education

Service Design and Delivery

Student Engagement

Inclusion and Engagement

Administrative Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 00389)

Gazetted: 14 March 2019

Closing Date: 28 March 2019

Details: An opportunity exists for an Administrative Officer (Administrative Services Officer Class 4) within the Student Engagement's Inclusion and Engagement team. The position plays a key role in supporting Student Engagement's Inclusion and Engagement team. Duties include: Provision of administrative support; provision of secretariat support within Student Engagement, including calendar management, minute taking and preparing papers; liaison with Canberra public school staff to book meetings and disseminate information; liaison between schools and families to improve student engagement with school, education and community for students with disability. The successful applicant will demonstrate: liaison and communication skills; the ability to work effectively both independently and in a team; organisational and administrative skills including the ability to effectively prioritise work and meet deadlines.

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

Note: This is a temporary position available as soon as possible to 02 August 2019 with the possibility of extension. This position is part-time at 29:24 hours per week and the full-time salary noted above will be paid pro-rata. For further information please contact the Contact Officer. Selection may be based on application and referee reports only.

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

Contact Officer: Jean Walker (02) 6207 9994 jean.walker@act.gov.au

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

Chief 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

Infrastructure Finance and Capital Works

Social Infrastructure Branch

Project Officer

Infrastructure Officer 2 \$79,919 - \$91,947, Canberra (PN: 36231)

Gazetted: 18 March 2019

Closing Date: 1 April 2019

Details: Have you ever wanted to be a part of a team delivering multi-million dollar social infrastructure projects and work with a diverse range of people? Do you have project, risk and contract management knowledge for the procurement and delivery of medium to high risk architectural, engineering or construction related services? Then you

could be the person we are looking for! The successful applicant will need to have a proven ability to assist in the delivery of infrastructure projects within time, cost and scope targets as well as multi-task the technically complex aspects of project delivery in a dynamic environment. If you can engage with a diverse range of people (both orally and in writing) please put in an application as we would love to meet you. This is a significant and important role that engages with stakeholders across our community and provides the opportunity to truly make a difference for the ACT and surrounding region. The candidate will need to adhere to and promote the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety (WHS), and the ACT Public Service Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff.

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

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

How to Apply: Please send a copy of your Application Coversheet, an application addressing the Selection Criteria, and a copy of your Curriculum Vitae including details of two referees to jobs@act.gov.au

Contact Officer: Babita Busic (02) 5124 9106 babita.busic@act.gov.au

Revenue Management Division

Business Systems

Business Analyst

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 42844)

Gazetted: 15 March 2019

Closing Date: 22 March 2019

Details: The Business Systems Unit provides support to the ACT Revenue Office through responsible and sustainable management of IT systems and associated interfaces. The unit leads the ACT Revenue Office in the development of new software through an agile development/operations environment to meet business demand and to assist with the implementation of taxation reforms. Further, the unit is responsible for delivering associated change management to internal and external clients. Applications are sought from suitably experienced and motivated individuals to fill the role of Business Analyst. This position will be required to document business requirements and solution specifications to facilitate the delivery of new software and or system enhancements. This includes business process modelling and data modelling using UML. You will need to be a self-starter, able to work in a fast paced environment characterised by rapid change. You will need excellent oral and written communication skills and have a track record of developing productive working relationships and networks across 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.

Eligibility/Other Requirements: Experience in interpreting and applying taxation legislation in the development and management of business systems will also be highly regarded.

Note: For further information about the position, please contact the Contact Officer above. Selection may be based on application and referee reports only.

How to Apply: To complete your application, you must prepare responses to the Selection Criteria and upload this as part of your application along with a current Curriculum Vitae and a completed Application Coversheet. Please send your application to jobs@act.gov.au.

Contact Officer: Steven Harrison (02) 6205 9393 steven.harrison@act.gov.au

Shared Services

Partnership Services

Customer Support Services

Junior Website Developer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 39709)

Gazetted: 20 March 2019

Closing Date: 27 March 2019

Details: Do you have a knack for taking an idea and making it into a new feature or service? Do you know your way around an online content management system? If so keep reading! Shared Services are looking for someone to join our Customer Support Services team to take on the role of Junior Web Developer. This role will see you jumping straight in to the development and day to day management of the Shared Services Website. We are seeking a developer who can assist with pushing innovation and improved service delivery across the ACT Public Service. The ability to quickly establish positive working relationships and engage with a wide range of stakeholders is a must. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience with ServiceNow and experience in the development of forms and workflows is desirable. Your suitability for this position will be assessed based on your skills, knowledge and behaviour in relation to the duties/responsibilities of the role.

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. Applications should be sent to

jobs@act.gov.au

Contact Officer: Cynthia Chen (02) 6207 8934 cynthia.chen@act.gov.au

Treasury, Commercial Services & Infrastructure

ACT Property Group

Executive Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 15553)

Gazetted: 20 March 2019

Closing Date: 27 March 2019

Details: Working in administration and seeking a new challenge? Looking for an opportunity to develop and grow in a Government property focused organisation? Want to work in a flexible workplace with brand new, state of the art accommodation enabling Activity Based Work? Are you a proactive individual, team player and an administrative professional then we have a job for you! What you will do: The role of the Executive Assistant is a busy and demanding one therefore we require a self-starter who will provide high level support by developing and maintaining effective administrative processes to ensure the smooth operation of the Executive Office. You will also provide administrative support to the Senior Management team and work collaboratively in a team environment to achieve shared goals on behalf of the Executive Office. What we require: To be successful in the role, you will possess exceptional interpersonal and communication skills, have well developed management and organisational skills with a demonstrated ability to be proactive, flexible and able to manage competing priorities while often working independently. ACT Property Group (ACTPG) provides expert property management and maintenance services to the ACT Government and the Community. ACTPG manages and maintains buildings and supports the ACT Government in service delivery through flexible, efficient and cost effective accommodation solutions and property services support. We are customer focussed and our team includes staff with professional trades, real estate, building management, procurement and project management experience who are dedicated to providing high level quality centralised property management services in the ACT Government.

Note: This is a temporary vacancy available for up to twelve months, with the possibility of extension and/or permanency. Selection may be based on written application and referee reports only.

How to Apply: Please review the attached Position Description and apply by emailing the following documents to jobs@act.gov.au: A completed Application Coversheet, Your current Resume, A two-page written response to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities as required.

Contact Officer: Kelly Davis (02) 6207 9887 kelly.davis@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.

Commercial Services and Infrastructure

Shared Services

Strategic Finance - Costing and Analysis

Financial Analyst

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 14239)

Gazetted: 18 March 2019

Closing Date: 1 April 2019

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. As the Costing's Financial Analyst you will be responsible for collecting, analysing and preparing information for pass through invoicing and assisting in managing various aspects of the Shared Services costing's framework and preparing for periodic financial reporting. Ideally, you will have a financial background and will need to demonstrate that you are highly organised, can effectively liaise in all directions and can communicate very well both orally and in written form. You will need to be able to use the Microsoft Office suite competently, in particular Excel features, formulas to deliver this role. We want an innovative, forward thinking professional who does not mind digging into data and searching for potential loopholes and vulnerabilities. Your enthusiasm, professionalism, analytical skills and forensic potential as well as your ability to manage and prioritise workloads will ensure your suitability for the role. 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 asap for a period of six months with the possibility of extension and or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit your Current Resume, setting out relevant personal particulars, employment history, qualifications and experience (no more than four to six pages). Please include a Coversheet and a two-page Expression of Interest to describe your relevant skills, experience and suitability for the position of Financial Analyst. Applicants should take into account the stated position requirements/duties, technical knowledge and behavioural capabilities as described in the Position Description to tell us why your skills, knowledge and experience makes you the best person for the job. You should include specific examples of your work where possible.

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

Contact Officer: Yvonne Gray (02) 6207 6769 yvonne.gray@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.

Access Canberra

Customer Coordination

Service Centres

Assistant Manager

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 38395, several)

Gazetted: 18 March 2019

Closing Date: 25 March 2019

Details: Applications are sought from suitably experienced and motivated people to fill the role of Service Centre Assistant Manager. This position is responsible for assisting to lead a team to deliver superior customer service to the ACT community and businesses along with managing the day to day operations of a busy Service Centre. 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 several temporary positions available for up to 12 months with possibility or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should address the Selection Criteria in relation to the Job Duties provided and outlining the skills, knowledge and behaviour that makes you an ideal candidate for the role. Applications should be no more than two pages and should be sent along with your Resume to jobs@act.gov.au.

Contact Officer: Fiona Tandy (02) 6205 0656 fiona.tandy@act.gov.au

Shared Services

Executive Branch Manager, Partnership Services

Executive Level 1.4 \$237,513 - \$247,667 depending on current superannuation arrangements, Canberra (PN: E498)

Gazetted: 20 March 2019

Closing Date: 3 April 2019

Details: Shared Services, within the Chief Minister, Treasury and Economic Development Directorate is seeking a dynamic customer service expert for the position of Shared Services Executive Branch Manager, Partnership Services Group. The Partnership Services Group provides frontline services for Shared Services including the service desk, HR support, recruitment services, records management, mail services and secretariat services across several governance bodies. The Partnership Services Group has overall responsibility for benchmarking and driving customer service quality, responsiveness and professionalism across Shared Services. The successful candidate will join the Shared Services executive leadership team and its various Committees, which contributes to and influences strategic thinking, direction setting and decision making by engagement with stakeholders within the Directorates and Agencies of the ACT Government.

What you will do

The Executive Branch Manager, Partnership Services Group will: provide executive leadership and management guiding the Partnership Services Group in delivering a great customer experience to the ACT Public Service; create and strengthen working partnerships with Shared Services customers and colleagues to enhance service delivery and customer experience; lead and manage the Partnership Services Group in a changing environment, particularly in response to changing technological and customer demands; plan, develop and deliver strategic management objectives in accordance with government policies and priorities; and monitor Shared Services performance against key indicators and drive continuous improvement across Shared Services. The successful candidate will require expertise within a customer service environment with the capability to manage large teams within a changing environment, whilst ensuring the continuity of expertise frontline services across Shared Services.

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. From 1 July 2019, the remuneration package will increase, ranging from \$250,050 to \$260,803 depending on current superannuation arrangements of the successful applicant, which includes a cash component of \$195,520 (see Remuneration Tribunal Determination 2 of 2019).

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

How to Apply: All applications, including the coversheet, your written response to the Executive Capabilities and Curriculum Vitae, must be submitted to jobs@act.gov.au.

Contact Officer: Further information about the position is available from Graham Tanton, graham.tanton@act.gov.au, (02) 6207 5757.

Policy and Cabinet Division

Economic and Regional Policy

Regulation and Productivity

Director

Senior Officer Grade A \$137,415, Canberra (PN: 55703)

Gazetted: 20 March 2019

Closing Date: 3 April 2019

Details: The Economic and Regional Policy Branch's Regulation and Productivity team supports the Chief Minister and Minister for Regulatory Services in shaping and leading key government reform initiatives. The team works in collaboration with Directorates to provide policy advice and support in achieving the Government's strategic priorities for regulatory matters. The focus of the team is to simplify and improve government's interactions with the public, community organisations and business. 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: Please note, this position is activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk

How to Apply: Applicants should submit their applications to jobs@act.gov.au. Their applications should include an Application Coversheet, a 1000 word statement of claims, outlining their skills and experience, taking into account the Selection Criteria and their current Resume.

Contact Officer: Sam Engele (02) 6205 0230 sam.engele@act.gov.au

Workforce Capability and Governance

Secure Local Jobs

Assistant Director Compliance

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 42361)

Gazetted: 19 March 2019

Closing Date: 2 April 2019

Details: The Secure Local Jobs Branch supports the Secure Local Jobs Code Registrar, an independent statutory appointment in accordance with the *Government Procurement Act 2001*, in the administration of the Secure Local Jobs Code. As the Assistant Director Compliance you will be responsible for providing leadership to a small team to support the Registrar administer the Secure Local Jobs Code. The successful candidate will be able to work collaboratively with a diverse range of stakeholders, is motivated to achieve outcomes and results, has excellent problem solving skills and can perform in a small team environment. Experience in regulatory roles, including investigation of compliance with legislation and delivery of education and training is desirable. 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: Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Submit no more than two pages addressing the Selection Criteria outlining how you meet the requirements of the role along with a current Curriculum Vitae, Application Coversheet and contact details of two referees to jobs@act.gov.au

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

Shared Services ICT

Technology Services Branch

Service Assurance

Infrastructure Billing

Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 30987)

Gazetted: 18 March 2019

Closing Date: 1 April 2019

Details: Service Assurance is seeking Expression of Interest from suitable candidates to perform the role of an ICT Infrastructure Analyst. The successful occupant will be responsible for analysing and reporting on consumption for key ICT Infrastructure assets and related services. Outputs of this role will be the provision of information to enable Shared Services to update its cost models as well as to enable cost recovery through periodic invoicing to Directorates. 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 six months with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: To apply for this position, please ensure you include a two page personal pitch which reflects your skills and capabilities against the 'What you will Do' and the Professional and Behavioural Capabilities in the Position Description. A copy of your current Curriculum Vitae with contact details for at least two referees is required to be submitted with your application. Applications should be sent to jobs@act.gov.au

Contact Officer: Michelle Collier (02) 6205 2239 michelle.collier@act.gov.au

Community Services

**Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>
Applications can be sent via email to: jobs@act.gov.au**

Corporate Services

Director, Finance

Executive Level 1.2 \$202,703 - \$211,125 depending on current superannuation arrangements, Canberra (PN: E1093)

Gazetted: 14 March 2019

Closing Date: 24 March 2019

The Community Services Directorate is an organisation that delivers excellence through client-centred services to those who need them. Our vision is to empower people to meet their full potential and enable the development of inclusive and strong communities.

The Directorate has responsibility for a wide range of human services functions in the ACT, including multicultural and community affairs; public and community housing services and policy; children; youth and family support services and policy; disability policy; therapy services; Child and Family Centres; homelessness and community services.

The Corporate Services Division provides advice and support services to the Community Services Directorate, Senior Executives and the Minister's Office. The Director, Finance reports to the Executive Director, Corporate and provides financial management and advice and drives the financial reporting strategy across the Directorate. It leads the Finance and Budget team on day-to-day financial management activities, as well as providing advice in relation to strategic matters.

The Director, Finance role requires an outstanding professional who has excellent senior executive leadership experience in financial services, a comprehensive knowledge of public sector financial management policies and principles, public sector budgeting processes and requirements, and capacity to build a collaborative relationship with Treasury.

High calibre candidates will be skilled in strategic thinking, change management and values based leadership; have strong communication skills, stakeholder engagement and negotiation / influencing skills; have proven experience in the provision of evidence based advice to government and Ministers in regards to business performance; and demonstrated commitment to the ACT Government Respect, Equity and Diversity Framework. They will be collaborative with strong team leadership and capacity building experience.

How to Apply: To apply or to obtain further information on the position please email applications.australia@ngs-global.com quoting reference number J15619.

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. From 1 July 2019, the remuneration package will increase, ranging from \$220,969 to \$230,275 depending on current superannuation arrangements of the successful applicant, which includes a cash component of \$169,203 (see Remuneration Tribunal Determination 2 of 2019).

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

Contact Officer: Further information about the position is available from Kym Fletcher at NGS Global on 1300 138 863.

Housing ACT

Client Services

Tenant Relocation Team

Tenant Relocation Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37157, several)

Gazetted: 20 March 2019

Closing Date: 27 March 2019

Details: The Tenant Relocation team is responsible for the management of the Tenant Relocation Strategy and relocation of Public Housing tenants in accordance with the ACT Housing Strategy. The Strategy provides a framework for government, community sector and tenants to co-design their successful relocation and maximise opportunities created by planned social housing redevelopment. A key focus is developing and maintaining people's links with their communities. You will be expected to work within a case management framework and demonstrate a thorough understanding of ensuring the needs and requirements of our clients can be met now and into the future, have excellent interpersonal, organisational and communication skills along with an understanding of working sensitively with individuals with complex needs. You will have a positive and high performing work ethic, work collaboratively across the Branch, Business Units, with stakeholders and be genuinely invested in a positive outcome for all. Community Services Directorate is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Essential qualifications and experience: Demonstrated outcomes and previous experience in this area will be highly regarded; significant experience in a human services field and working with individuals with complex needs; experience in using a range of IT business and office applications; an understanding and knowledge, or the ability to quickly acquire, of Housing and Community Services and its role, function and services and current drivers licence.

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

How to Apply: Interested applicants please send the following documents: 1) ACT Government Application Coversheet, including contact details of two referees; 2) Curriculum Vitae; and 3) a two-page statement addressing the Selection Criteria, including key examples to jobs@act.gov.au by the closing date.

Contact Officer: Kylie-Ann Petroni (02) 6207 6297 kylie-ann.petroni@act.gov.au

Children, Youth and Families

Children and Families

Child Development Service

Occupational Therapist

Health Professional Level 1/2 \$57,941 - \$84,816, Canberra (PN: 36171)

Gazetted: 14 March 2019

Closing Date: 28 March 2019

Details: The Child Development Service has a vacancy available for an Occupational Therapist. The Child Development Service focuses on identifying developmental delays for children 0-6 years and autism assessment to age 12. The Occupational Therapist in this position will provide clinical services within a community based, multidisciplinary team within the Child Development Service. The successful staff member will provide assessments or screen children to identify those at risk of developmental delay and support their movement through the service system. Community Services Directorate is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Essential: Tertiary qualification in Occupational Therapy; Occupational Therapy registration with Australian Health Practitioner Regulation Agency (AHPRA) and have a 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

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency. This position will be filled at either a Health Professional Level 1 or Health Professional Level 2 depending on experience.

Full-time and part-time applicants will be considered.

How to Apply: Please provide resume, Application Coversheet and response to the Selection Criteria, email to jobs@act.gov.au

Contact Officer: Tracy Power (02) 62051277 tracy.power@act.gov.au

Housing ACT

Client Services

Tenant Relocation

Manager, Relocation

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 37711)

Gazetted: 20 March 2019

Closing Date: 27 March 2019

Details: The Manager, Relocation is responsible for the management of the Tenant Relocation team, strategy and relocation of Public Housing tenants in accordance with the ACT Housing Strategy. The Strategy provides a framework for government, community sector and tenants to co-design their successful relocation and maximise opportunities created by planned social housing redevelopment. A key focus is developing and maintaining people's links with their communities. The successful candidate must have highly proficient writing skills, capable of bringing together multiple sources of data and information, be adaptive to requests at short notice, and be able to lead and support a team delivering in a dynamic fast paced environment. You will be expected to work within a case management framework and demonstrate a thorough understanding of ensuring the needs and requirements of our clients can be met now and into the future, have excellent interpersonal, organisational and communication skills along with an understanding of working sensitively with individuals with complex needs. You will have a positive and high performing work ethic, work collaboratively across the Branch, Business Units, with stakeholders and be genuinely invested in a positive outcome for all. CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Required: Essential qualifications and experience: Demonstrated outcomes and previous experience in this area will be highly regarded; significant experience in a human services field and/or a relevant tertiary qualification; current drivers licence; experience in using a range of IT business and office applications, including Microsoft Office Project would be desirable but not essential; an understanding and knowledge, or the ability to quickly acquire, of Housing and Community Services and its role, function and services. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.

For further information on Working with Vulnerable People registration refer to -

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

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

How to Apply: Interested applicants please send the following documents: 1) ACT Government Application Coversheet, including contact details of two referees; 2) Curriculum Vitae; and 3) a two-page statement addressing the Selection Criteria, including key examples to jobs@act.gov.au by the closing date.

Contact Officer: James Ceraolo (02) 6207 4779 james.ceraolo@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 Performance and Improvement

South Weston Network

The Woden School

Business Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41208)

Gazetted: 20 March 2019

Closing Date: 27 March 2019

Details: The Woden School seeks an experienced, innovative and highly motivated Business Manager. The successful applicant will support the Principal with financial, human resource, facilities, risk and compliance management in accordance with Directorate policies and procedures. As a member of the Executive team, the successful applicant will

liaise with and support the Principal and Leadership team to ensure continuity in educational delivery across the school and the delivery of exceptional customer service. The successful applicant will manage and lead the administration team and provide opportunities for staff within the team to upskill and expand their knowledge. The successful applicant will possess high level management, organisational and interpersonal skills.

Eligibility/Other Requirements: A *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

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

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

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

Contact Officer: Ian Copland (02) 6142 0200 ian.copland@ed.act.edu.au

School Performance and Improvement

North and Gungahlin Network

Ngunnawal Primary School

Classroom Teacher

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 37095)

Gazetted: 15 March 2019

Closing Date: 29 March 2019

Details: Ngunnawal Primary School is a P-6 school in the Gungahlin area with an enrolment of approximately 700 students. Ngunnawal is currently seeking a highly motivated Early Childhood Teacher to join our school team. The successful applicant will have a solid understanding of how to support the academic, social and emotional development of students with a range of needs and a willingness and capacity to work in a highly collaborative learning environment. The successful teacher should also have strong communication skills and high-level expertise in the teaching of literacy and numeracy. Applicants will demonstrate an ability to effectively plan and work collaboratively with colleagues in a team-teaching environment as well as show commitment to Professional Learning Communities.

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 12 months commencing 28 May 2019 with the possibility of extension

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

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

Contact Officer: Arilia Abell (02) 6142 1500 arilia.abell@ed.act.edu.au

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

School Performance and Improvement

Belconnen Network

Hawker Primary School

Classroom Teacher

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 09615)

Gazetted: 14 March 2019

Closing Date: 21 March 2019

Details: Hawker School is a unique open plan school. The warm, friendly and inviting atmosphere and positive school culture provides a strong foundation for quality learning, academic excellence and student success in a wide range of areas. Our ideal candidate will be a highly motivated, outstanding primary trained teacher, who enjoys working collaboratively in an open plan learning environment. Staff at Hawker School work in collaborative teams to deliver a

quality and rigorous education program for all students. The school is currently operating at capacity and the successful applicant will need the capacity to form positive relationships with all stakeholders and be organised and flexible in their approach. See attached application package.

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

Note: This is a temporary position available from 8 April 2019 until 27 January 2020.

Contact Officer: Mandy Kalyvas (02) 6142 2660 mandy.kalyvas@ed.act.edu.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with Collective Agreement provisions will assess all applications for this position.

School Performance and Improvement

North and Gungahlin Network

Turner School

Teacher Librarian

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 06016)

Gazetted: 15 March 2019

Closing Date: 29 March 2019

Details: Turner School is a P-6 school with both mainstream students and students with a disability, all of whom learn together in a supportive inclusive environment. We are currently seeking a Teacher Librarian to join our inclusive and vibrant community, including a face-to-face teaching load as well as administration time. The successful applicant will have an excellent understanding of library collection management including purchasing and budgeting to ensure a balanced and rich collection to meet the needs of the school's library. They will also have highly effective communication and interpersonal skills, and the capacity to collaborate with classroom teachers to plan and implement quality learning experiences. The successful applicant will also have high level ICT skills, with a proven ability to support troubleshooting and managing devices across the school.

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

How to Apply: Please send Curriculum Vitae and supporting statement with Application Coversheet.

Contact Officer: Iesha Siotis (02) 6142 2430 iesha.siotis@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

Ngunnawal Primary School

Disability Education Teacher

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 04196)

Gazetted: 15 March 2019

Closing Date: 29 March 2019

Details: Ngunnawal Primary School is a P-6 school in the Gungahlin area with an enrolment of approximately 700 students. Ngunnawal is currently seeking a highly motivated, dynamic, innovative and experienced Disability Education Teacher to fill a position in the Learning Support Unit. The successful applicant will have an excellent understanding of how to support the academic, social and emotional development of students with a range of complex and additional needs including those with disability and challenging behaviours. Applicants will demonstrate an ability to effectively plan and work collaboratively with colleagues in a team-teaching environment as well as show commitment to the

Directorate's mission of 'We develop and deliver educational services to empower each young person in the ACT to learn for life.

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 12 months commencing 29 April 2019 with the possibility of extension. How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current Curriculum Vitae.

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

Contact Officer: Arilia Abell (02) 6142 1500 arilia.abell@ed.act.edu.au

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

School Performance and Improvement

South and Weston Network

Narrabundah College

Physics and Chemistry Teacher

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 08313)

Gazetted: 18 March 2019

Closing Date: 1 April 2019

Details: Narrabundah College is a large, international college with approximately 950 Year 11 and 12 students. The college offers students the opportunity to study the ACT Senior Secondary Certificate, the International Baccalaureate (IB) and The French Baccalaureate Diploma. We are looking for a teacher of Physics who will be willing to teach and prepare students for the International Baccalaureate examinations in Physics, and if required, Chemistry. The successful applicant will have suitable qualifications and experience in teaching Physics and Chemistry at a senior secondary level, preferably with IB experience.

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

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

Contact Officer: Tom Kobal (02) 6142 3200 tom.kobal@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

Gungahlin College

Classroom Teacher - Maths and Science

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 39305)

Gazetted: 20 March 2019

Closing Date: 27 March 2019

Details: Gungahlin College is seeking an enthusiastic and outstanding Teacher of high level college Maths and Science.

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

eligibility for Teacher registration with the ACT Teacher Quality Institute). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

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

Contact Officer: Joshua Garretson (02) 6142 1000 joshua.garretson@ed.act.edu.au

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

School Performance and Improvement

Tuggeranong Network

Namadgi School

School Administrative Assistant - Enrolments

School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 36858)

Gazetted: 15 March 2019

Closing Date: 22 March 2019

Details: Namadgi School is seeking a highly experienced, energetic, organized and self-motivated officer to undertake the duties of School Administrative Assistant – Enrolments. Under the direction of the Business Manager the successful applicant will manage student enrolment processes including absences, and associated paperwork across Namadgi's P-10 site. The successful applicant will have strong customer service and analytical skills and be proficient in the use of variety of computer applications, databases and spreadsheets with the ability to advise on and implement effective office work practices. The Successful applicant will also coordinate the preparation and distribution of school newsletters. The position required a high understanding of administrative and student processes, computer systems and an understanding of the school environment.

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

Note: Applicants are strongly encouraged to contact the Contact Officer (The Business Manager) for further information regarding this position. Selection may be based on application and referee reports only.

How to Apply: Applications should include an Application Coversheet, a current resume, a response to the Selection Criteria outlined in the Position Description.

Contact Officer: Maddie Mackay (02) 6142 0900 maddie.mackay@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

Franklin Early Childhood School

Administrative Assistant

School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 42992)

Gazetted: 20 March 2019

Closing Date: 3 April 2019

Details: Franklin Early Childhood School is looking for a school assistant to work in our front office. The successful applicant will provide a range of administrative services for the school in support of staff, parents/carers, students and internal and external stakeholders. They will communicate and liaise with all stakeholders and provide appropriate information and sound advice.

Eligibility/Other Requirements: Mandatory: 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

Highly desirable: SAS training and knowledge. Ability to use MAZE. Ability to maintain the school website. Ability to coordinate the preparation of school newsletter, excursions and reports. Desirable: First Aid Certificate or a willingness to undertake appropriate training.

Certificate III or equivalent e.g. Business Administration (Education), Government (School Support Services). Previous school experience.

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

How to Apply: Please email a copy of your resume, Application Coversheet and application addressing the selection criteria to jobs@act.gov.au.

Contact Officer: Patricia Duffy (02) 6142 1110 patricia.duffy@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Hawker College

Learning Support Assistant

School Assistant 2/3 \$45,058 - \$54,947, Canberra (PN: 12345)

Gazetted: 20 March 2019

Closing Date: 3 April 2019

Details: Do you have a passion for working with young people in a fast-paced environment? Are you customer driven? Do you have strong organisation and time management skills? Are you looking for a rewarding career? Hawker College is looking for a Learning Support Assistant to guide and support our students on their learning journey. You must have excellent communication skills, experience in working with young people and the ability to work well in small teams. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

Note: This position works 8:30am - 3:30pm daily.

How to Apply: Please submit a Curriculum Vitae, address the Selection Criteria limited to 350 words per Criteria and an Application Coversheet to jobs@act.gov.au

Contact Officer: Hayden Weeks (02) 6142 0355 hayden.weeks@ed.act.edu.au

School Performance and Improvement

North and Gungahlin Network

Palmerston District Primary School

Principal

School Leader A \$150,276 - \$180,443, Canberra (PN: 32601)

Gazetted: 15 March 2019

Closing Date: 29 March 2019

Details: The Education Directorate is seeking a dynamic, community focused principal with strong interpersonal skills to lead Palmerston District School. We are looking for an instructional leader who will deliver on the goals of future of Education. You will join a collaborative network of Principals committed to equity, inclusion and ongoing school improvement. You will be an effective leader with a strong focus on community and building positive partnerships with all key stakeholders and be able to demonstrate high interpersonal and collaborative skills.

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

How to Apply: If you are interested in leading this Canberra Public School please send your Curriculum Vitae (two pages) and statement of claims (no longer than six pages) addressing the five leadership capabilities. For more information about this opportunity, please contact the Contact Officer. In your application, we want to learn about the impact your leadership has had on improving outcomes for students, and what makes you the best person to be the next Principal of Palmerston District School. Your Curriculum Vitae should also include the details of at least two referees.

Contact Officer: Judith Hamilton (02) 6205 3313 judith.hamilton@act.gov.au

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

School Performance and Improvement

South and Weston Network

Lyons Early Childhood School

Principal

School Leader A \$150,276 - \$180,443, Canberra (PN: 14751)

Gazetted: 15 March 2019

Closing Date: 29 March 2019

Details: The Education Directorate seeks a dynamic leader who will enhance every opportunity for every young person every day to thrive and succeed at Lyons Early Childhood School. The Principal role encompasses the three interconnected dimensions of high-quality learning, integrated service delivery and strong and connected community partnerships. An inclusive culture that embeds models of learning that develop literacy and numeracy skills, inquiry, curiosity, dynamic play and positive dispositions. The new Principal must establish rich opportunities for a successful future through the provision of an inclusive environment that is both accessible and equitable. The new Principal will continue the investment in building proactive relationships with families and prioritise the value of a child's learning from early childhood education and care through to preschool and on into their schooling. As the leader of the school's executive you will work closely with your staff to develop and lead the implementation of the Education Directorate's Strategic Plan and the LECS Improvement Plan. You will be an effective leader with a strong focus on developing professional learning communities, building positive relationships with all key stakeholders and able demonstrating a high level of interpersonal and collaborative skills.

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

How to Apply: If you are interested in leading this Canberra Public School please send your Curriculum Vitae (two pages) and statement of claims (no longer than six pages) addressing the five leadership capabilities. For more information about this opportunity, please contact the Contact Officer. Your Curriculum Vitae should also include the details of at least two referees.

Contact Officer: Julie Cooper (02) 6205 3313 julie.cooper@act.gov.au

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

Service Delivery and Design

Digital Strategy, Services and Transformation

Programmes, Applications and Transformation

Director - Programmes, Applications and Transformation

Senior Officer Grade A \$137,415, Canberra (PN: 42890)

Gazetted: 20 March 2019

Closing Date: 29 March 2019

Details: Digital Strategy, Services and Transformation (DSST) Branch provides services to the ACT Education Directorate in identifying, developing and managing appropriate information and technical resources for corporate and school staff. This includes managing and providing advice on records, copyright and ICT programs, teaching and learning systems, business and administration systems and relevant policies and procedures. DSST are seeking a Director of Programmes, Applications and Transformation to lead and direct a team of approximately 15 staff and co-ordinate key projects and operational support provided by Shared Services and other vendors. As the head of IT service management and programme delivery, you will be responsible for setting the vision and strategy for service management and the efficient coordination of business-enabling projects for the ACT Education Directorate, whilst ensuring processes are owned and maturing. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Mandatory Requirements: Possession of a current drivers licence and access to a private vehicle; permanent resident of Australia Degree qualification in related field or equivalent experience and extensive experience in applying ITIL and/or CobIT models to ICT service delivery and governance.

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

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

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

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

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

Service Design and Delivery

Digital Strategy, Services and Transformation

Strategy, Design and Knowledge Management

Director - Strategy, Design and Knowledge Management

Senior Officer Grade A \$137,415, Canberra (PN: 42889)

Gazetted: 20 March 2019

Closing Date: 29 March 2019

Details: Digital Strategy, Services and Transformation (DSST) Branch provides services to the Directorate in identifying, developing and managing appropriate information and technical resources for corporate and school staff. This includes managing and providing advice on records, copyright and ICT programs, teaching and learning systems, business and administration systems and relevant policies and procedures. DSST are seeking a Director of Strategy, Design and Knowledge Management to lead and direct a team of approximately 15 staff to research, design and support the implementation and adoption of digital, interactive and personalised learning systems to engage students in learning. The Director plays a critical role in leading the strategy and of technology and digital solutions. The Strategy, Architecture and Knowledge Management section plays a pivotal role in ensuring information security and privacy principles are embedded in the design of modern, agile, and highly-automated digital processes with 'security in-depth principles' to transform learning with technologies that educators trust. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Possession of a current drivers licence and access to a private vehicle. Permanent resident of Australia Degree qualification in related field or equivalent experience.

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

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

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

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

School Performance and Improvement

North and Gungahlin Network

Neville Bonner Primary

Deputy Principal- Neville Bonner Primary School

School Leader B \$136,828, Canberra (PN: 39438)

Gazetted: 19 March 2019

Closing Date: 1 April 2019

Details: Neville Bonner Primary is a Preschool to Year 6 School with a growing and diverse population. We strive to provide a welcoming, safe and nurturing environment which supports children to excel as learners. We are currently seeking a highly motivated and dynamic School Leader with the skills and knowledge to: Manage and guide quality teaching and learning in a large primary school; engage collaboratively as a member of the School Leadership Team; demonstrate leadership commitment to deepening understanding of and appreciation for Aboriginal and Torres Strait Islander histories and cultures across the school; lead the implementation of innovative and contemporary curriculum and pedagogy; support the Principal in leading effective practice across the school; lead and collaborate to ensure high levels of student engagement and value-added learning for every student through the capacity building of staff, within a Respectful Relationships framework; promote engagement and communication with families and the wider school community.

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

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

Contact Officer: Fran Dawning (02) 6142 1201 fran.dawning@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

School Improvement Branch

School Improvement

School Leader B

School Leader B \$136,828, Canberra (PN: 34468)

Gazetted: 19 March 2019

Closing Date: 2 April 2019

Details: This is a Directorate level leadership role as an Instructional Mentor, to deliver the key components of the Strengthening Leadership Capability Plan. The successful applicant will have demonstrated: Proven effective instructional school leadership and leading of learning; proven effective leading of school improvement processes and a good understanding of the NSIT; knowledge of change management processes; knowledge of adult learning principles; deep pedagogical knowledge; strong understanding of curriculum; capacity to provide instructional capability development to leaders at all levels across a number of school sectors; understanding of coaching and mentoring and professional learning communities as strategies to support capability development; currency of knowledge of educational research; proven written and oral communication and organisational skills. The role will work within a small team within the School Improvement Branch, with a lead role in evidence and data.

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 as soon as possible for a two year contract.

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

Contact Officer: Sue Norton (02) 6205 3313 sue.norton@act.gov.au

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

School Performance and Improvement

School Improvement Branch

School Improvement

School Leader B

School Leader B \$136,828, Canberra (PN: 04020)

Gazetted: 19 March 2019

Closing Date: 2 April 2019

Details: This is a Directorate level leadership role as an Instructional Mentor, to deliver the key components of the Strengthening Leadership Capability Plan. The successful applicants will have demonstrated: Proven effective instructional school leadership and leading of learning. Proven effective leading of school improvement processes and a good understanding of the NSIT. Knowledge of change management processes. Knowledge of adult learning principles. Deep pedagogical knowledge. Strong understanding of curriculum. Capacity to provide instructional capability development to leaders at all levels across a number of school sectors (Secondary experience desirable). Understanding of coaching and mentoring and professional learning communities as strategies to support capability development. Currency of knowledge of educational research. Proven written and oral communication and organisational skills. The role will work within a small team within the School Improvement Branch, secondary experience desirable but not essential.

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 two year contract. There are two positions that will be filled from this advertising.

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

Contact Officer: Sue Norton (02) 6205 3313 sue.norton@act.gov.au

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

Service Design and Delivery

Digital Strategy, Services and Transformation

Programmes, Applications and Transformation

Assistant Director - Business, Teaching and Learning Systems

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 42892)

Gazetted: 20 March 2019

Closing Date: 31 March 2019

Details: Digital Strategy, Services and Transformation (DSST) Branch provides services to the Directorate in identifying, developing and managing appropriate information and technical resources for corporate and school staff. This includes managing and providing advice on records, copyright and ICT programs, teaching and learning systems, business and administration systems and relevant policies and procedures. We are seeking an experienced ICT professional to lead and direct a team of approximately five staff. Our ideal candidate has experience in the management of Education business applications and will be a trusted partner in representing the internal customer's digital and technology needs within the Directorate. You are amazing at prioritising your time, able to think outside the box and have extensive experience in the management of third-party vendors. You will be confident in a digital transformation space and ideally familiar with education settings to make a positive impact on the business through the reduction of costs arising from service issues, increased efficiency and improved communication, developing a better understanding of users' needs and championing Directorate commitments to continual improvement. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and

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

Eligibility/Other Requirements: Mandatory Requirements: Possession of a current driver's licence and access to a private vehicle; permanent resident of Australia. This position may require a *Working with Vulnerable People Check*. Extensive experience in managing ICT and business applications in an Education setting will be highly regarded.

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

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

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

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

Service Design and Delivery

Student Engagement

Inclusion and Engagement

School Leader C - NCCD and Inclusion

School Leader C \$117,515, Canberra (PN: 43017)

Gazetted: 20 March 2019

Closing Date: 3 April 2019

Details: Student Engagement is seeking a school leader with demonstrated experience in supporting students with disability and working with colleagues to build capacity. The School Leader C (SLC) will be a member of the Inclusion and Engagement team with a particular focus on capacity building, student outcomes and inclusion. As a member of the Inclusion and Engagement team the school leader will work with schools across the Directorate, to embed Nationally Consistent Collection of Data (NCCD) processes and strengthen outcomes for students with disability. The SLC will be a key contact for schools, provide professional learning, and supporting the NCCD collection. Key to the role is the ability to work with colleagues from Catholic Education and AISACT to provide cross sector professional learning.

Eligibility/Other Requirements: Prior to commencing in the role a minimum of four years fulltime (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with ACT Teacher Quality Institute (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 for 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are required to submit an Expression of Interest, comprising a current Curriculum Vitae, supporting statement (two pages) and Application Coversheet. The supporting statement should focus on the specified job description and address the capabilities: Leading, learning and teaching; leading improvement, innovation and change; leading the management of the school and Engaging and working with the community.

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

Contact Officer: Jean Walker (02) 6207 9994 jean.walker@act.gov.au

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

School Performance and Improvement

South/Weston

Curtin Primary School

Executive Teacher

School Leader C \$117,515, Canberra (PN: 03792)

Gazetted: 19 March 2019

Closing Date: 2 April 2019

Details: Curtin Primary School is a dynamic learning environment. We are seeking a School Leader with exemplary classroom practice who can enrich our work with data analysis and curriculum implementation. The successful applicant will model exemplary teaching practice and support the development of others, particularly related to differentiation of mathematics in the senior school. Analyse multiple sources of school and system data to identify trends in performance within and across the school to inform the executive team. Coach teachers in analysis of multiple sources of data. Lead the implementation of the Australian curriculum through conceptual inquiry with emphasis on personalisation and differentiation and support the student support team to create an inclusive school environment.

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

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages), Application Coversheet with two referees to jobs@act.gov.au
Contact Officer: Merryn O'Dea (02) 6142 2570 merryn.o'dea@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

Neville Bonner Primary

School Leader C- Neville Bonner Primary School

School Leader C \$117,515, Canberra (PN: 30933, several)

Gazetted: 20 March 2019

Closing Date: 1 April 2019

Details: Neville Bonner Primary is a Preschool to Year 6 School with a growing and diverse population. We strive to provide a welcoming, safe and nurturing environment which supports children to excel as learners. We are currently seeking highly motivated and dynamic School Leaders with the skills and knowledge to: Mentor, coach and guide quality teaching and learning in a large primary school; engage collaboratively as a member of the School Leadership Team; demonstrate leadership commitment to deepening understanding of and appreciation for Aboriginal and Torres Strait Islander histories and cultures across the school; provide support for teachers, in particular new educators, to foster quality teaching and learning; lead teams to promote contemporary curriculum and pedagogy, particularly in English and or Mathematics; support students within a Respectful Relationships Framework; implement innovative partnership practices with families and the wider school community

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

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

Contact Officer: Fran Dawning (02) 6142 1201 fran.dawning@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

Tuggeranong Network

Namadgi School

School Leader C

School Leader C \$117,515, Canberra (PN: 35316)

Gazetted: 15 March 2019

Closing Date: 29 March 2019

Details: Namadgi School is seeking a dynamic School Leader C with the skills and knowledge to deliver high quality teaching programs for students with disability and challenging behaviours. The successful applicant will have a deep understanding of how to support the academic, social and emotional development of students with a range of complex and additional needs and demonstrate to lead the development of targeted and individualised programming to meet their needs. They will demonstrate a deep understanding and commitment to cultural integrity and diversity. They will also demonstrate an ability to effectively lead collaborative planning with colleagues in a team-teaching environment, focus on inclusive practices and mentor classroom teachers and learning support assistants. Along with this, they will be able to establish highly effective relationships with all members of the school community including, staff, parents, students, and external providers. 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 01 April until 20 December with the possibility of extension.

How to Apply: Submit a current Curriculum Vitae and brief supporting statement - approximately two pages.

Contact Officer: Jo Monteith (02) 6207 1985 jo.monteith@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

Ngunnawal Primary School

Executive Teacher

School Leader C \$117,515, Canberra (PN: 02213)

Gazetted: 15 March 2019

Closing Date: 29 March 2019

Details: Ngunnawal Primary School is seeking a dynamic School Leader C to fill a temporary position for the remainder of the 2019 school year. The successful applicant will have the knowledge and skills to work collaboratively in a Professional Learning Community (PLC) model with the leadership team to foster high quality learning at the school. Demonstrate a commitment to Positive Behaviours for Learning and provide leadership across the school in inclusive education. Be a productive member of the student wellbeing team and work cohesively with the deputy principal, school psychologist and community coordinator. Lead the 5/6 team in using an evidenced informed approach when collaboratively planning learning to meet the needs of all students. Establish and maintain highly effective and respectful relationships with all members of the school community, including staff, students and families.

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

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

Note: This is a temporary position available from 29 April 2019 until 26 January 2020.

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

Contact Officer: Kristine Stewart (02) 6142 1500 kristine.stewart@ed.act.edu.au

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

School Performance and Improvement

Belconnen Network

Melba Copland Secondary School

Executive Teacher Student Services 7-8

School Leader C \$117,515, Canberra (PN: 02642)

Gazetted: 19 March 2019

Closing Date: 2 April 2019

Details: Collaboratively lead the student wellbeing team to implement the Melba Copland Secondary School (MCSS) Student Wellbeing framework with a focus on year 7 and 8 cohorts Lead the review and implementation of Individual Learning Plan's (ILP's) (aside from LSC/LSU students) and other support plans for students in year 7 and 8 provide leadership in the ongoing implementation of the International Baccalaureate (IB) Middle Years Programme (MYP) with particular reference to pastoral care curriculum and policies Lead MCSS transition programs with Priority Enrolment Area (PEA) schools. Able to establish highly effective relationships with all members of the school community including, staff, parents, students, and external providers Demonstrate capacity to take on additional faculty responsibility Undertake an appropriate teaching load and other duties as determined by the Principal.

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

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

Contact Officer: Wendy Mattress (02) 6142 0333 wendy.mattress@ed.act.edu.au

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

School Performance and Improvement

Belconnen Network

Melba Copland Secondary School

Executive Teacher Arts and Languages

School Leader C \$117,515, Canberra (PN: 32638)

Gazetted: 19 March 2019

Closing Date: 2 April 2019

Details: Lead the Arts and Languages curriculum areas and support staff with the ongoing implementation of the Middle Years Programme (MYP), curriculum, pedagogy and assessment Coordinate and lead the Melba Copland Secondary School (MCSS) Regional Arts Program (RAP) and support the principal to maintain and build MCSS engagement with Priority Enrolment Area (PEA) schools. As a member of the Executive team provide leadership in the development, implementation and achievement of school priorities as an MYP School Support staff in the implementation of MCSS Student Wellbeing policies and practices undertake an appropriate teaching load and other duties as determined by the Principal.

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

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

Contact Officer: Wendy Mattress (02) 6142 0333 wendy.mattress@ed.act.edu.au

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

School Performance and Improvement

Belconnen Network

Melba Copland Secondary School

Executive Teacher Professional Practice

School Leader C \$117,515, Canberra (PN: 32587)

Gazetted: 19 March 2019

Closing Date: 2 April 2019

Details: Lead teaching and learning across both campuses, especially in the areas of inquiry learning and differentiation; with responsibility for driving an evidenced based Professional Learning team Leadership of mentoring and coaching new educators and professional experience placements Provide leadership in the ongoing implementation of the International Baccalaureate (IB) Middle Years Programme (MYP) curriculum, pedagogy and assessment Lead the Melba Copland Secondary School (MCSS) 'Response to Intervention' program in literacy Leadership of the primary and high school Gifted and Talented programs, demonstrated capacity to engage with Priority Enrolment Area (PEA) schools; demonstrate capacity to take on additional faculty responsibilities; undertake an appropriate teaching load and other duties as determined by the Principal.

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

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

Contact Officer: Wendy Mattress (02) 6142 0333 wendy.mattress@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.

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

School Performance and Improvement

Tuggeranong Network

Fadden Primary

Executive Teacher Inclusion

School Leader C \$117,515, Canberra (PN: 37844)

Gazetted: 15 March 2019

Closing Date: 25 March 2019

Details: Fadden Primary School is seeking a confident, collaborative School Leader with the skills and drive to lead a team of highly capable educators who meet the education and wellbeing needs of a small group of students in a highly supported environment. As a valued member of the school's Leadership Team, you will drive quality outcomes for students with disability through modelling best-practice approaches and coaching to improve inclusive practices primarily in the Learning Support Unit and across the school, as needed. The suitable applicant will demonstrate the ability to establish effective, trusted relationships with all members of the school community, including students, staff, parents, carers and external providers.

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

information on Working with Vulnerable People registration refer to -
https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available from 29 April 2019 to 26 January 2021. Selection may be based on application and referee reports only.

How to Apply: Applicants are to provide a Curriculum Vitae, Application Coversheet together with an application that addresses Leadership Capabilities 1, 2 and 3 provided in the Application Package, with reference to the Job Description. Applications are to be no more than two pages. Applications are to be sent to jobs@act.gov.au by the due date.

Contact Officer: Jennie Lindsay (02) 6142 2460 jennie.lindsay@ed.act.edu.au

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

Business Services Division

School Infrastructure Branch

Capital Upgrades

Manager Capital Upgrades

Infrastructure Officer 3 \$100,694 - \$110,536, Canberra (PN: 00172)

Gazetted: 19 March 2019

Closing Date: 2 April 2019

Details: The Education Directorate (EDU) is looking for a suitable experienced Manager to facilitate capital upgrades across the school network. The Manager Capital Upgrades will be required to be flexible in managing scope/budgets variances, taking the lead on complex projects across various school sites and manage the EDU capital upgrades team in delivering the annual Public School Infrastructure Upgrade (PSIU) program. Stakeholder management with clear communication skills are essential to ensure safe and compliant works are facilitated within tight timeframes to minimise disruptions to school operations. Ongoing communication with all stakeholders including the community, schools and EDU is an essential requirement for this role.

Note: This is a temporary position available as soon as possible until 30 June 2021.

How to Apply: Provide resume, Application Coversheet and response to Selection Criteria to jobs@act.gov.au

Contact Officer: Philip Busic (02) 6207 5729 philip.busic@act.gov.au

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

Environment, Planning and Sustainable Development

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

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

Engagement and Executive Support

Communications and Engagement

Communications Project Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 42969)

Gazetted: 19 March 2019

Closing Date: 2 April 2019

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) Communications and Engagement Team is looking for a motivated person to support the delivery of engagement and communication activities specifically on the Territory Plan Review, Building Quality project and Strata Reform projects. If this sounds like you, in this role you will: Support the delivery of engagement and communication activities; provide coherent, timely and high quality advice on communications and engagement to EPSDD policy and program teams; plan and deliver online and social media community engagement activities; liaise with a range of stakeholders including the Ministers offices, executives and members of the local community; work collaboratively with a team of communication and engagement professionals; assist the Communications and Engagement team undertake a range of support and

administrative roles as appropriate; participate in whole-of-government emergency communications in conjunction with relevant directorates.

Note: This is a temporary position available as soon as possible for a period of six months with the possibility of extension up to less than 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 demonstrate, in no more than two pages, how you address the Selection Criteria and why you are a good fit for the role.

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

Environment

ACT Parks and Conservation Service

Urban Reserves

Senior Ranger

Senior Park Ranger 3 \$74,081 - \$78,415, Canberra (PN: 25038)

Gazetted: 15 March 2019

Closing Date: 1 April 2019

Details: The ACT Parks and Conservation Service is seeking an experienced Park Manager to undertake the role of Senior Ranger for Jerrabomberra Wetlands Nature Reserve. The successful applicant will have extensive experience in planning and implementing a wide range of natural and cultural land management programs and working with a diverse group of stakeholders.

Eligibility/Other Requirements: Be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training; be prepared to work a shift roster, weekends, public holidays or evening shifts at any site within a region on an "as needs" basis (not all positions are currently required to work a shift roster); be prepared to wear a uniform; possess a manual drivers' licence; have a good broad natural history knowledge; bird identification skills advantageous. Relevant Tertiary qualifications in Natural and Cultural Resource Management/Park Management are highly desirable.

How to Apply: All applicants are required to address the Selection Criteria, provide an updated resume and submit two written referee reports addressing the Selection Criteria graded using the stipulated rating scale with their application.

Contact Officer: Michael Maconachie 0428 113 533 michael.maconachie@act.gov.au

Environment

ACT Parks and Conservation Service

Parks and Partnerships

Senior Park Ranger

Senior Park Ranger 3 \$74,081 - \$78,415, Canberra (PN: 15252, several)

Gazetted: 14 March 2019

Closing Date: 29 March 2019

Details: The ACT Parks and Conservation Service is responsible for the sustainable management of our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. Applications are sought from suitably qualified people who are interested in employment as a Senior Ranger (Ranger Grade 3). The Senior Ranger is a key operational leadership position that supervises a ranger team and develops land management programs. Well-developed knowledge and skills of land management and staff management are required, along with high level communication skills.

Eligibility/Other Requirements: Mandatory requirements: Be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training and search and rescue operations; be prepared to work a shift roster, weekends, public holidays or evening shifts at any site within a region on an "as needs" basis; be prepared to wear a uniform and possess a manual drivers' licence. Applicants are required to be an Australian citizen, have permanent residency status or a visa permitting you to work permanently in Australia to eligible for the permanent position available. Other Desirable Skills and Experiences: A current Advanced First Aid Certificate or capacity to obtain one. Tertiary qualifications in Natural and Cultural Resource Management are highly desirable.

Note: There are several positions available permanent and temporary up to 12 months. Selection may be based on application and referee reports only. An order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: All applicants are required to address the Selection Criteria, provide an updated resume and submit two written referee reports addressing the Selection Criteria graded using the stipulated rating scale with their application. Contact Officer: Mark Sweaney (02) 6205 0526 mark.sweaney@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

Executive

Executive Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 19719)

Gazetted: 19 March 2019

Closing Date: 2 April 2019

Details: The Executive Assistant provides high-level administrative support to the Deputy Director-General. The role is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement. The position is required to engage in continual problem solving, complex and sensitive issues management, have outstanding multi-tasking skills and the capacity to prioritise issues constantly. Additionally, the position liaises across the ACT Government and with various key stakeholders to respond quickly to business needs and meet tight timeframes.

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

How to Apply: Please send a current resume, completed Application Coversheet and response to the Selection Criteria (maximum two pages).

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

ACT Corrective Services

Community Corrections and Release Planning

Programs and Reintegration

Throughcare Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 34222)

Gazetted: 15 March 2019

Closing Date: 1 April 2019

Details: ACT Corrective Services (ACTCS) is seeking for a highly motivated and conscientious individual to join the Programs and Reintegration Unit as a Throughcare Transition Officer (Administrative Services Officer Class 5). The primary function of the Throughcare Initiative is to reduce the likelihood of reoffending through coordinating existing supports and services to assist ex-detainees integrate into the community as positive contributors. The successful applicant will be responsible for supporting detainees, both pre-release and post-release, from the Alexander Maconochie Centre who are returning to the ACT Community, for up to 12 months post release. Whilst clients are in custody, this will be their AMC Case Manager – whilst in the community, this will be their Parole and Probation Officer. In addition, Transition Officers will be required to establish and support referrals to services surrounding: Community supervision requirements – encompassing Parole and Good Behaviour Orders, Basic needs, Accommodation, Health care/mental health, Income support and employment, Restoring connections with family, community and culture. To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment, possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders. The ACT Public Service supports workforce diversity and is committed to

creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Familiarity with computer based applications would be an advantage. Eligible persons may be required to undergo a Police Check. A current driver's licence is essential. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

How to Apply: Applicants are required to submit five items: (1) ACT Government Application over Sheet; (2) statement of claims against specified Selection Criteria; (3) a current resume; (4) the names and contact details of two referees (one should be a current Supervisor/Manager) and (5) Current Driver's Licence. Please ensure you submit all five items to jobs@act.gov.au

Contact Officer: Elisabetta Marin (02) 6205 2623 elisabetta.marin@act.gov.au

Custodial Operations

Deputy General Manager, Custodial Operations

Executive Level 1.3 \$220,110 - \$229,398 depending on current superannuation arrangements, Canberra (PN: E1055)

Gazetted: 14 March 2019

Closing Date: 28 March 2019

Details: As a visible and progressive 2IC for the Alexander Maconochie Centre (AMC) in Canberra, and an operational expert, you will provide strategic Advice to the General Manager and together, deliver contemporary, best-practice in corrections. Embracing a spirit of collaboration, with fresh ideas and a rehabilitative focus, your efforts will be wide-reaching, with broad impact.

With an embryonic structure, you will assist the General Manager to seek opportunities for innovation, forge one culture and embed industry-leading, management practices, attuned to the needs of ACT Corrective Services and in the unique context of oversight and Human Rights for this location.

Internally, you will focus on strategic planning and resource utilisation, daily operations, employee engagement, financial and risk management, and compliance and governance. Externally you will continue to balance the deliverables of economic and community connectivity through stakeholder engagement and industry development.

The AMC will provide you with a unique chance to do things differently, so a sense of curiosity and open mindedness will help you deliver programs of reform across corrections. As a true team player and leader of people, you will champion change when priorities shift, model behaviour, and enhance capability of a diverse workforce.

Transfer your operational excellence in corrections here, and further develop your management and leadership skills, to deliver real benefit to society.

Eligibility/Other Requirements: Prior to commencing in this role, the successful candidate will be required to:

Undergo a Background/Security clearance.

Hold a current drivers licence.

Undergo a pre-employment medical assessment.

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

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

Remuneration: The position attracts a remuneration package ranging from \$220,110 – 229,398 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$168,878. From 1 July 2019, the remuneration package will increase, ranging from \$235,539 to \$245,570 depending on current superannuation arrangements of the successful applicant, which includes a cash component of \$182,388 (see Remuneration Tribunal Determination 2 of 2019).

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

Contact Officer: Further information about the position is available from Jon Peach, jon.peach@act.gov.au. PH: 02 6207 0879

Legislation, Policy and Programs

Civil Law

Director

Senior Officer Grade A \$137,415, Canberra (PN: 46234)

Gazetted: 19 March 2019

Closing Date: 2 April 2019

Details: Legislation, Policy and Programs is seeking a highly motivated person to head up its Civil Law team. The Civil Law team provides policy advice and project management to the Directorate on a broad range of civil and administrative law topics. The Director provides high-level management of the team, and facilitates skills development for all team members. The Director is also responsible for individually delivering critical legislation projects and briefings. The key duties and responsibilities include: Provide overall strategic leadership for the team; Manage staffing and work planning for the Civil Law team; Develop team capacity and ensure timely delivery of outcomes in relation to a range of policy projects, including: legal assistance services; courts and tribunals legislation; property law and relevant regulatory laws; a variety of administrative law topics, including human rights, privacy, copyright and Births, Deaths and Marriages; Represent Legislation, Policy and Programs at Executive level meetings, stakeholder meetings, and on inter-directorate and inter-governmental projects.

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

How to Apply: Interested applicants should submit an Application Coversheet, written application addressing the Selection Criteria limiting responses to 350 words per criteria, and current Curriculum Vitae listing two referees to jobs@act.gov.au.

Contact Officer: Daniel Ng (02) 6207 0674 daniel.ng@act.gov.au

ACT Courts and Tribunal

Supreme Court

Supreme Court Registrar

Coordinator Drug and Alcohol Court

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 42913)

Gazetted: 19 March 2019

Closing Date: 2 April 2019

Details: The ACT Courts and Tribunal is seeking a highly motivated and highly capable applicant to fill the role of Coordinator Drug and Alcohol Court within the Supreme Court Registrar's office. The Coordinator Drug and Alcohol Court will play a key role in supporting the Drug and Alcohol Judge with the management and oversight of cases and related services. This will include engaging with participants, health service providers, legal representatives and other relevant organisations to ensure compliance with court directions and timetables and the efficient conduct of case conferences and other proceedings. The role will also assist with the development and implementation of court policies and procedures. The successful candidate will have strong communication skills, proven ability to deliver timely and effective services and an ability to engage with people and professions across the health and legal sectors, preferably in the area of drug and alcohol services.

Eligibility/Other Requirements: Tertiary qualifications in Law and/or Health will be highly regarded.

Note: This is a temporary position available as soon as possible for up to two and a half years with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

Details: Applications are to be in the form of a two page pitch, outlining how your skills, knowledge and behaviours make you an ideal candidate for the role. Applicants are also required to fill in a Application Coversheet, provide a resume and contact details of two referees. Your application should be sent to jobs@act.gov.au

Contact Officer: Tania Manuel (02) 6205 2687 tania.manuel@courts.act.gov.au

Justice and Community Safety
ACT Courts and Tribunals
Corporate Strategy and Services
Corporate Information and Systems
Online Services Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 42958)

Gazetted: 14 March 2019

Closing Date: 28 March 2019

Details: An opportunity is currently available for a suitably qualified and experienced Online Services Officer within the ACT Courts and Tribunal. The ACT Courts and Tribunal (ACTCT) supports the proper administration of justice by providing high quality support to judicial officers and tribunal members and high quality services to those using the courts and tribunal. The Online Services Officer is pivotal in facilitating online interactions for courts and tribunal users and staff. As such, an individual who is customer focused, familiar with online opportunities and functionalities with online skills will find this position challenging and exciting. This role contributes directly to the Courts and Tribunal strategic intent to develop further electronic transactions opportunities. The Online Services Officer will be responsible to ensure the Courts and Tribunal websites are updated including ensuring areas are reviewing content and forms, reviewing effectiveness of the websites and assist with training and operations of etrial technology in court rooms. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Applicants are required to submit a current Curriculum Vitae, two referees and a covering letter (maximum two pages) outlining relevant skills and experience in relation to the Selection Criteria.

Contact Officer: Jacinta Smith (02) 6207 1427 jacinta.smith@courts.act.gov.au

Justice and Community Safety
ACT Human Rights Commission
Administrative Assistant to the President

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 42722)

Gazetted: 14 March 2019

Closing Date: 28 March 2019

Details: The ACT Human Rights Commission (HRC) is seeking an experienced, motivated and passionate person to join our business unit as an Administrative Assistant to the President at the Administrative Services Officer 4 (ASO) level. Duties of the Administrative Assistant to the President include under general direction, perform a range of administrative support duties such as organising diary appointments; filing; arranging papers for meetings; photocopying, developing minutes and agenda for HRC Commission meetings and staff meetings, provide support to President for ACHRA and other meetings. This includes coordinating logistics, speeches and event catering, as well as RSVPs. The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position Contact Officer.

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

Note: Selection may be based on application and referees report only.

How to Apply: Please see the role description for a full list of duties and responsibilities, and the Selection Criteria for the role. Interested applicants should send a two-page pitch with your Curriculum Vitae and the contact details of at least two referees to jobs@act.gov.au. Rather than specifically addressing Selection Criteria, the two page 'pitch' should indicate your capacity to perform the duties and responsibilities at ASO4 Level and outline how your abilities, experience and qualifications make you the best person for this role.

Contact Officer: Sean Costello (02) 62052222 Sean.Costello@act.gov.au

ACT Emergency Services Agency

Commissioner's Office

Project Officer - Operational Policy Review

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 41350)

Gazetted: 20 March 2019

Closing Date: 2 April 2019

Details: Applications are sought for the position of Project Officer – Operational Policy Review, ACT Emergency Services Agency, Justice and Community Safety. The ACT Emergency Services Agency (ESA) is responsible for emergency management and related support arrangements in the Territory. The Project Officer, Operational Policy Review will report directly to the ACT ESA Commissioner, and work in close liaison with Chief Officers and other Senior ESA Officers, to evaluate, document and deliver a number of key policies, plans and projects pertaining to operational capability. Working in close liaison with Chief Officers and other Senior ESA Officers, the Project Officer will be responsible for undertaking research/analysis to inform best policy development and contribute to the development of operational policy and plans. The successful applicant will have a demonstrated background/experience in the development of complex projects and the ability to contribute to the delivery of operational capability and bushfire management functions within ESA.

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 from 25 March 2019 until 26 June 2020 with the possibility of extension and/or permanency.

How to Apply: Please submit an application addressing the Selection Criteria (of no more than three pages), a current Curriculum Vitae and the name and contact details of two referees to jobs@act.gov.au

Contact Officer: Anna Mitchell (02) 6205 4713 anna.mitchell@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

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

Finance

Business Systems

Assistant Systems Accountant

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40736)

Gazetted: 15 March 2019

Closing Date: 29 March 2019

Details: Applications are invited from suitably experienced candidates to join the Suburban Land Agency Business Systems Team as an Assistant Systems Accountant. The team provides systems support to the Board, Senior Executives and Management Reporting and develops business systems to facilitate co-operation and partnerships within and external to the agency. The ideal candidate will be degree qualified and will have experience in a similar role. This position will suit a professional who is capable of and is adaptable to a changing environment.

Eligibility/Other Requirements: Tertiary qualification in a related field. It is essential that the candidate has technical understanding of finance software (such as TM1, Oracle) with a focus on effective communication, internal stakeholder management and problem solving skills.

Note: Selection may be based on application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. How to Apply: Please submit an Application Coversheet, a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Contact Officer: Chaitali Shah (02) 6207 7149 chaitali.shah@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

Clinical Services

Medical Services

Physician Education

Senior Medical Registrar

Senior Registrar \$138667, Canberra (PN: TBA)

Gazetted: 21 March 2019

Closing Date:

The Director of Medical Services (DMS) includes the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services. The ACT Physician Training Network encompasses the Canberra Hospital, Calvary Hospital Bruce, Goulburn Base Hospital and South Eastern Regional Hospital (Bega). We have over 50 Basic Physician Trainees (BPTs) and over 40 Advanced Trainees in all medical specialties. The Physician Training office is led by the Network Director of Physician Education (NDPE) and supported by a Medical Education Support Officer (MESO). The Senior Medical Registrar (SMR) is an important leadership position in the hospital and will work alongside the Director of Physician Education and Medical Education Support Officer to deliver a high quality physician education and training program in line with the RACP curriculum. The SMR will represent junior medical staff by acting as a representative on committees such as the ACT Network Physician Training Committee. The SMR will assist with BPT recruitment, term allocations and rostering. The role will be split into an administrative/educational component (0.5FTE) and clinical component (0.5FTE). The trainee's clinical duties will be as a supernumerary registrar attached to a relevant adult medicine unit. There will be also opportunities for undertaking research and teaching at the ANU Medical School. Eligibility/Other Requirements: Registered or eligible for unconditional registration as a medical practitioner with the Australian Health Practitioner Regulation Agency. Contact Officer: Ashwin Swaminathan 5124 5148) Ashwin.Swaminathan@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment>

Health Services Directorate

CHS Deputy Director General Clinical Services

CHS Wonman, Youth and Children

Obstetrics and Gynaecology Resident Medical Officer 2-4

Resident Medical Officer 2-4 87,410 - 106,957, Canberra (PN: TBA)

Gazetted: 21 March 2019

Closing Date:

Overview of the work area and position: Obstetrics and Gynaecology at the Canberra Womens Youth and Children Hospital, offers a wide range of experience in O&G with exposure to the subspecialties of Maternal-Fetal Medicine, Urogynaecology, Reproductive Endocrinology & Infertility & Gynaecological Oncology. The Canberra Hospital is the tertiary referral hospital for the ACT and surrounding region and has over 3500 births. The Neonatal Intensive Care Unit has a regional role extending throughout southern NSW and over 200 level 3 admissions each year. This is a service role and whilst the majority of duties will be in the area of obstetrics, outpatient clinics and emergency gynaecology, exposure to gynaecological operating will be limited. Training and supervision opportunities will be

catered for. Eligibility/Other Requirements: o Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes Contact Officer: Dr Boon Lim 02 5124 0000 Boon.Lim@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment>

Clinical Service

Medical Services

Respiratory and Sleep Medicine

SRMO/Registrar

SRMO/Registrar \$87,410 - \$123,327, Canberra (PN: TBA)

Gazetted: 21 March 2019

Closing Date:

Canberra Hospital's Basic Physician Training program provides high quality clinical training and educational opportunities for trainees. This post will be placed with the adult respiratory and sleep medical team a busy unit, undertaking 1,200 inpatient separations and 13,500 outpatient occasions of service per year and consists of 7 staff specialists, 1 visiting medical officer, and 2 advanced trainees, one basic physician trainee, a resident and three interns. It provides a wide range of inpatient and outpatient subspecialty services across Canberra Hospital and Health Services. Allied Health and Nursing staff supports the investigation of patients in the Sleep and Respiratory Laboratories, and the management of patients referred for multidisciplinary care of asthma; chronic pulmonary diseases; lung cancer; and tuberculosis screening and treatment. The respiratory unit has close links with the Intensive Care Unit where non invasive ventilation is delivered. Endobronchial Ultrasound (EBUS) and bronchoscopy services are well established with 3 lists a week including a monthly anaesthetic supported list. We have an established track record and a structure that supports trainee preparation for success at the RACP Fellowship examination. Educational support and training opportunities include a mentorship program and numerous formal and informal learning forums for junior medical staff, including a formal tutorial program, well-attended morning clinical handover, grand rounds and regular unit scientific meetings. The Basic Physician Trainee positions are accredited by the Royal Australian College of Physicians (RACP) for PREP training. The positions are suitable for applicants in their third postgraduate year, or above, and who have previous experience or training in a hospital-based internal medicine training program. Eligibility/Other Requirements: Eligibility for unconditional registration as a Medical Practitioner with the Medical Board of Australia is essential. Contact Officer: Dr Stuart Schembri 6244 2222 Stuart.Schembri@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment>

Clinical Services

Women Youth & Children

Paediatrics

General Paediatrics with a Subspecialty Interest

Staff Specialist Band 1-5

\$164,470 - \$202,960 Senior Specialist \$222,205

Visiting Medical Officer: Sessional & Fee for Service rates, Canberra (PN: 33843)

Gazetted: 21 March 2019

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 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 - \$359,948

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

Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Paediatrics or equivalent specialist qualifications. 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. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This is a permanent part time position at 32 hours per week.

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

<http://www.legislation.act.gov.au/ni/2013-381/default.asp> Contact Officer: Dr Anne Mitchell (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

Clinical Services

Surgery and Oral Health

Medical Staff

Anaesthesia

Staff Specialist Band 1-5

\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 42984, several)

Gazetted: 21 March 2019

Closing Date:

Overview of the work area and position: The Division of Surgery and Oral Health is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Ophthalmology, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. The Department of Anaesthesia and Pain Management consists of 34 full and part time Staff Consultants and 31 Visiting Medical Officers. The Department provides a comprehensive range of clinical anaesthesia services for all surgical specialities including cardiothoracic, neurosurgery and paediatric surgery along with an active preadmission clinic, a post-anaesthesia care unit and an acute and chronic pain management service. The Department has a strong commitment to excellence, quality and safety in clinical care. The Department of Anaesthesia and Pain Management has a strong focus on education and offers a comprehensive rotational training scheme in anaesthesia and pain management. The Canberra Region Rotation Registrar Training Program is accredited for approximately 32 training positions made up of Senior Registrars/Provisional Fellows and Registrars. Applications are sought for cross territory appointments at both Canberra Hospital and Calvary Public Hospital Bruce. 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 \$308,646 - \$397,100 (\$308,646 - \$367,616 Specialist 1-5 only) inclusive of salary, applicable allowances and 10.5% super. Group Attraction and Retention Incentive: \$50,000 Please

Note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$397,616 Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health

Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Anaesthesia or equivalent specialist qualifications. 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. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Contact Officer: Jeremy Crane (02) 5124 3245 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

DonateLife ACT

Agency Manager

Registered Nurse Level 5.3 \$130,586, Canberra (PN: 30749)

Gazetted: 21 March 2019

Closing Date: 28 March 2019

Details: About us: Canberra Health Service (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 DonateLife ACT Agency Manager is responsible for overseeing the operations of DonateLife ACT to ensure delivery of an integrated clinically effective and cost-effective service, consistent with the framework of the Australian Organ and Tissue Donation and Transplantation Authority. The role provides key support to the State Medical Director DonateLife ACT in providing leadership, strategic, operational and clinical management of the Service.

Eligibility/Other Requirements

Mandatory:

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

Tertiary qualifications or equivalent experience in management or organ and tissue donation and eligibility for membership of the appropriate professional organization

Must hold a current driver's licence

Desirable:

A sound understanding about organ and tissue donation in the ACT and the function of the Australian Organ and Tissue Donation and Transplantation Authority

Advanced computer literacy with experience in data management and analysis, evaluation and reporting service outcomes

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Comply with CHS Occupational Assessment, Screening and Vaccination policy

Contact Officer: Frank Van Haren (02) 5124 5625 frank.vanharen@act.gov.au

Alcohol and Drug Service

Opiate Treatment Service

Registered Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 42437)

Gazetted: 21 March 2019

Closing Date: 28 March 2019

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

Diversion Service and Counselling and Treatment Services. The Opioid Treatment Service pharmacotherapy program provides opiate substitution treatment to people in the ACT.

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

Eligibility/Other Requirements:

Mandatory:

Current un-conditional registration or eligibility for un-conditional registration as a Registered Nurse with the Nursing and Midwifery Board of Australia.

12 months recent nursing experience in an Alcohol and Drug facility, and

Sound understanding of Alcohol and Other Drugs.

Desirable:

Current driver's licence.

It is desirable that the applicant holds or is working towards qualifications either at a certificate or postgraduate level.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Note:

This position maybe required to participate in overtime, and/or rotation roster.

Contact Officer: Sally Billington (02) 6174 7966 sally.billington@act.gov.au

Clinical Services

Critical Care

Acute Clinical Service Unit

Medical Emergency Team/ICU Outreach Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 21156)

Gazetted: 21 March 2019

Closing Date: 28 March 2019

Details: About us

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

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

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical, paediatric and obstetric services, including complex procedures in areas such as Intensive Care Unit, Neonatal Intensive Care, Cardiac and Neurosurgery.

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

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

The Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the deteriorating patient program). The Division of Critical Care also has a dynamic Research and Service Development Units that supports research and project initiatives.

Overview of the work area and position

The Medical Emergency Team (MET) is part of the Intensive Care Unit. The MET provide a frontline medical emergency response to patients experiencing an acute deterioration across the Canberra Hospital Health Services (CHHS) campus. The unit is currently seeking applications to the MET Nursing position for a suitably qualified registered nurse to

provide a frontline medical emergency response, work in collaboration with Medical staff to stabilise and treat patients undergoing an acute deterioration and the provision of an Outreach service for patients at risk of deterioration within inpatient wards. The position requires the applicant to work a full rotational roster.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

Experience in a critical care area and or resuscitation

Relevant competency in advanced life support and other relevant responding to deteriorating patient qualifications.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Genevieve Harrigan (02) 5124 5094 genevieve.harrigan@act.gov.au

Canberra Health Services

Clinical Services

Women, Youth and Children

Women, Youth and Children

Community Health Program

Early Childhood Immunisers, Registered Nurse

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 40309, several)

Gazetted: 21 March 2019

Closing Date: 21 March 2019

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

Women, Youth and Children Division, Community Health Programs deliver a range of primary health care community-based services to children, families and women. Services are delivered within a multidisciplinary context and include Maternal and Child Health, Women's Health, Allied Health, Immunisation, and School Health. Maternal and Child Health (MACH) services include: lactation support, parent education and support; counselling, assessment and screening; early identification and referral; and the delivery of public health programs such as childhood immunisation. 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 Maternal and Child Health Program provides immunisation to children 0-5 years according to the Australian National Immunisation Program Schedule. Immunisation occurs in dedicated immunisation clinics and is provided by a team of suitably qualified immunisation nurses. This position will be responsible for delivering NIP vaccines and the seasonal influenza program to 6 month to 5 year olds.

Eligibility/Other Requirements

Mandatory:

- Registered nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

- Holds or will complete a recognised course in immunisation

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment Police check

- Comply with CHS Occupational Assessment, Screening and Vaccination policy
- Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*

Note: There are several temporary positions available from 01 April 2019 to 01 August 2019. Full-time, part time and casual positions are available with flexibility around working hours. The full-time salary noted above will be paid pro-rata.

Contact Officer: Judith Warwick (02) 5124 1774 judith.warwick@act.gov.au

Clinical Services

University of Canberra Hospital

Rehabilitation, Aged and Community Care

Senior Occupational Therapist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 28662)

Gazetted: 21 March 2019

Closing Date: 4 April 2019

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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.

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

A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to CHS.

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

The Senior Occupational Therapist is an important leadership role within Occupational Therapy and is responsible for the coordination and provision of day-to-day occupational therapy services to a range of patients within a designated caseload area. This involves the provision of clinical assessments and interventions to facilitate positive patient outcomes.

Senior Occupational Therapists are responsible for providing professional supervision and support to other Occupational Therapists, Allied Health Assistants and students.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Occupational Therapy

Registered (or eligible for registration) with the Occupational Therapy Board of Australia, Australian Health practitioners Regulatory Agency (AHPRA)

Current driver's licence

Highly desirable:

Previous experience working in the rehabilitation and aged-care sector

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

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

Comply with CHS Occupational Assessment, Screening and Vaccination policy

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

Note: This position maybe required to participate in overtime, on call and/or rotation roster.

Contact Officer: Michelle Bennett (02) 5124 0079 michelle.bennett@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Hospital Clinician

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 17206)

Gazetted: 21 March 2019

Closing Date: 28 March 2019

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

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

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) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

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

This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to Health Professional 1 and Health Professional 2 clinicians.

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

Eligibility/Other Requirements

Mandatory:

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

Current driver's licence

For Psychology:

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

Minimum of three years (ideal five years) post qualification

Current driver's licence

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

Eligibility for membership of the Australian Association of Social Workers

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

Minimum of three years (ideal five years) post qualification

Current driver's licence

Highly desirable for all disciplines:

Experience in working with children and 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 professionals

Comply with CHS Occupational Assessment, Screening and Vaccination policy

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

Note: This is a temporary position available for a period of eight months with the possibility of extension. This position is part-time at 29:24 hours per week and the full-time salary noted above will be paid pro-rata. This position will be based at CAMHS South. Selection may be based on application and referee reports only. An order of merit may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Delia O'Shea 0435 652 168 delia.o'shea@act.gov.au

Clinical Services

Cancer Ambulatory and Community Health Support

Pharmacy - Canberra Hospital

Specialist Pharmacist – Clinical Trials

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 26245)

Gazetted: 21 March 2019

Closing Date: 4 April 2019

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

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

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

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

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

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

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

The Pharmacy department sits in the Division of Clinical Support Services. Clinical Support Services provide a range of services that support the clinical divisions within Canberra Hospital and Health Services (CHHS).

The following areas are included within this Division:

Pharmacy
Biomedical Engineering
Medical Physics and Radiation Engineering
Nursing Operational Support
Clinical Records

Overview of the work area and position: CHS Pharmacy Department has a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff.

The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Lead Pharmacist - Cancer Ambulatory and Community Health Support (CACHS), the Specialist Pharmacist – Clinical Trials, CACHS will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service.

Eligibility/Other Requirements:

Mandatory:

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

Masters level post graduate qualifications relevant to this position (e.g. clinical pharmacy, research, education)

Highly desirable:

SHPA membership

Membership linked to area of specialty

Publication in peer reviewed journals

Project management and/or research experience

Good Clinical Practice Training

Recognition as a specialist in this field. Demonstrated by:

Accreditation as an Advanced Practice Pharmacist by Pharmacy Development Australia (Advancing Practice) or

Assessment as practising at Advanced Stage II level (or above) against the RPSGB Advanced Practice Framework or

Board Certification by the Board of Pharmacy Specialties or

Submission of portfolio to independent committee for assessment demonstrating:

Contribution nationally or internationally to area of speciality

Extensive project/quality improvement work in area of speciality

Years of experience in area of specialty

Research/education

Prior to commencement successful candidates may be required to:

Undergo a pre-employment Police check

Comply with CHS Occupational Assessment, Screening and Vaccination policy

Comply with CHS credentialing requirements for allied health professionals

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

Contact Officer: Daniel Lalor (02) 5124 2121 daniel.lalor@act.gov.au

Clinical Services

Office of the Executive Director Medical Services

MOSCETU

Medical Education Co-ordinator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 14775)

Gazetted: 21 March 2019

Closing Date: 28 March 2019

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

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

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

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

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

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

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

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

Overview of the work area and position:

MOSCETU has responsibility for:

The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the CHS Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Chief Medical Administrator, MOSCETU, Deputy Director-General, Canberra Hospital and Health Services and Director-General of CHS;

The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program; and

Manage the recruitment, rostering and administration related to the Junior Medical workforce.

The Medical Education Unit (MEU) sits within the Medical Officer Support, Credentialing, Employment and Training Unit at Canberra Hospital. The MEU oversees the training and supervision of medical officers in their first and second postgraduate years in accordance with the requirements of the Canberra Region Medical Education Council (CRMEC). Eligibility/Other Requirements

Desirable:

Strong oral and written communication skills

Experience working in a healthcare setting

Microsoft and database training and/or experience

Well developed time management and organisational skills

Possession of tertiary qualifications or equivalent in an education, health or related discipline is highly desirable.

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

Undergo a pre-employment Police check.

Note

This is a temporary position available for up to 12 months.

Contact Officer: Tracey Quade (02) 5124 3889 Tracey.Quade@act.gov.au

Clinical Services

Critical Care

Critical Care Admin

Emergency Department Administration Manager

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 19309)

Gazetted: 21 March 2019

Closing Date: 28 March 2019

Details: About us

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

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

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

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

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

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

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

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

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

Overview of the work area and position

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

The Administration Manager role reports directly to the Operations Manager, Division of Critical Care. Under limited direction, the Emergency Department Administration Manager is responsible for the human resource management (staffing, rostering), financial administration (budgets, salaries and operational), performance management (key performance indicators), access and quality improvement activities for the administrative services within the Emergency Department.

Eligibility/Other Requirements:

Desirable:

Business Administration or Human Resource training or desire to complete

Knowledge and experience with HP Records Manager (aka, TRIM).

Knowledge and experience utilising Health IT systems (such as EDIS, ACTPAS and the Clinical Portal).

Current Driver's license.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

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

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

Women, Youth and Children

Administration Support

Women, Youth and Children Community Administration Manager

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 42838)

Gazetted: 21 March 2019

Closing Date: 28 March 2019

Details: About us

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Overview of the work area and position

The position provides management and leadership to Women Youth and Children Administration staff located at Centenary Hospital for Women and Children, as well as WY&C community Based services. The role involves managing staff who are performing front line services duties including; booking appointments, referral management, screening telephone calls, and clinic support. The role requires a high level of time management skills with an ability to liaise

effectively with staff at all levels. A high level of knowledge and demonstrated ability in the use of health based IT systems including ACTPAS and Clinical Portal is required. Demonstrated ability in problem solving as well as small involvement in project management and quality and improvement is highly desirable. This role ensures high quality customer service standards are maintained and provides support and assistance to the Women, Youth and Children's Management team as necessary.

Eligibility/Other Requirements

Mandatory:

Current drivers licence

Desirable:

Strong leadership Skills

Management Skills

Adaptability and flexibility to accommodate change

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note: This is a full time position primarily located at Moore Street Canberra City. This role however will be managing staff across 7 service locations and will require to be present at each site in some capacity. This is a temporary position available for six months with possibility of extension and/or permanency.

Contact Officer: Stephanie Edwards (02) 5124 7491 stephanie.a.edwards@act.gov.au

Infrastructure Management and Maintenance

Infrastructure and Health Support Services

Facilities Management

Facilities Management, Administration Services Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 23817, expected vacancy)

Gazetted: 21 March 2019

Closing Date: 28 March 2019

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

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

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

Overview of the work area and position: At CHS we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

Infrastructure and Health Support Services (I&HSS) is responsible for the project delivery, maintenance and asset management of Canberra Health Services property portfolio.

Facilities Management (FM) is located at level 1, Building 1, The Canberra Hospital, Garran, Canberra. FM are responsible for facilities management services across all Canberra Health Services properties (Acute and Non-Acute), buildings, plant and non-clinical equipment. These services include high quality and timely planned and reactive maintenance and technical trade skill repairs.

The administrative service officers main duties will include the processing and coding of invoices for the Facilities Management department, including general administration duties where required.

Eligibility/Other Requirement:

Mandatory:

Experience in processing invoices using an electronic invoice management system.

Desirable:

High level experience with Microsoft Office Suite.

Experience using APIAS electronic invoice management system.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Contact Officer: Belinda Leith (02) 5124 2070 belinda.leith@act.gov.au

Clinical Services

University of Canberra Hospital

Rehabilitation, Aged and Community Care

Social Worker

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 23674)

Gazetted: 21 March 2019

Closing Date: 28 March 2019

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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: 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

Previous experience in a health setting

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Comply with CHS credentialing requirements for allied health professionals

Comply with CHS Occupational Assessment, Screening and Vaccination policy

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

Note: An order of merit may be established to fill future vacancies at level over the next 12 months. Part-time hours may be considered. Selection may be based on application and referee reports only.

Contact Officer: Patrice Higgins (02) 5124 0075 patrice.higgins@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Home Assessment and Acute Response Team, Health Professional

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 19283)

Gazetted: 21 March 2019

Closing Date: 28 March 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. The core values of Care, Excellence, Collaboration and Integrity were developed by us, for us and are unique to our work.

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

MHJHADS 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

Justice Health Services

Rehabilitation and Specialty Mental Health Services

Dhulwa Mental Health Unit

Overview of work area and position: An exciting opportunity exists for a Health Professional entry level to join the Mental Health, Justice Health, Alcohol and Drug Services Division of CHS. The allied health temporary position is based in the Home Assessment and Acute Response Team (HAART), a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). The team provides community in-reach into inpatient units to facilitate early

discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

This position offers the successful applicant the opportunity to join a dynamic and supportive multidisciplinary team providing assertive community outreach treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

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 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.

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 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

For Psychology:

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

For Social Work:

Degree in Social Work

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

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Comply with CHS credentialing requirements for allied health professionals

Comply with CHS Occupational Assessment, Screening and Vaccination policy

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

Note: This is a temporary position available for 12 months. HAART operates an extended hours service, operating seven days a week and the position holder will be required to work a rotating roster including morning and evening shifts and public holidays.

Contact Officer: Sandra Williams (02) 5124 9152 sandra.williams@act.gov.au

ACT Health

Selection documentation for the following positions may be downloaded from <http://www.health.act.gov.au/employment>.

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

Corporate Services

Executive Group Manager, Commissioning and Performance

Executive Level 2.3 \$283,610 - \$296,034 depending on current superannuation arrangements, Canberra (PN: E887)

Gazetted: 21 March 2019

Closing Date: 28 March 2019

Details: Applications are now sought for the role of Executive Group Manager (EGM), Commissioning and Performance within the ACT Health Directorate.

The ACT Health Directorate is responsible for the stewardship of the health system in the ACT and building a strong research and population health capability. ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations and that the health system is innovative, effective and sustainable now and in the future.

The Executive Group Manager, Commissioning and Performance is a critical leadership role in the ACT Health Directorate, and will lead a disciplined and systematic approach to the analysis and commissioning of health services in the ACT. The position has executive responsibility for overall management of data reporting and analytics to support performance assessment across the health system. The position will be expected to lead by example, have effective interpersonal skills and the ability to motivate others. The EGM will be expected to apply due diligence to processes and decisions, promote accountability and implement strategies to support business goals.

We are looking for a motivated individual with a demonstrated track record of successfully leading a contemporary and innovative commissioning and performance function in a complex environment as well as a good understanding of the national health system and of Commonwealth and State/Territory interactions.

A detailed understanding of leadership, data management and governance, strategic direction setting and the challenges facing modern health care service delivery, as well as relevant tertiary qualifications are highly desirable.

How to Apply: Please submit your application demonstrating your experience against the Executive Capabilities in the attached duty statement, of no more than two pages to jobs.act.gov.au by 28 March 2019.

Remuneration: The position attracts a remuneration package ranging from \$283,610 to \$296,034 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$225,891. From 1 July 2019, the remuneration package will increase, ranging from \$305,825 to \$319,330 depending on current superannuation arrangements of the successful applicant, which includes a cash component of \$245,543 (see Remuneration Tribunal Determination 2 of 2019).

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

Contact Officer: Further information about the position is available from contact officer, Nerida Douglas, nerida.douglas@act.gov.au, (02) 5124 9190.

Corporate Services

Executive Group Manager, Corporate and Governance

Executive Level 2.2 \$266,202 - \$277,760 depending on current superannuation arrangements, Canberra (PN: E1080)

Gazetted: 21 March 2019

Closing Date: 28 March 2019

Details: Applications are being sought for the role of Executive Group Manager (EGM), Corporate and Governance within the ACT Health Directorate.

The ACT Health Directorate is responsible for the stewardship of the health system in the ACT and building a strong research and population health capability. ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations and that the health system is innovative, effective and sustainable now and in the future.

The Executive Group Manager, Corporate and Governance is a critical leadership role that positions the ACT Health Directorate to be confident and disciplined in managing its human capital, financial assets and risk profile.

We are looking for a motivated individual to drive innovation and continuous improvement, lead corporate change processes and appropriately engage with risk to deliver high quality service outcomes and meet organisational

performance targets. The position will be expected to lead by example, have effective interpersonal skills and the ability to motivate others. The EGM will be expected to apply due diligence to processes and decisions, promote accountability and implement strategies to support business goals.

The role will be integral to ensuring strong corporate governance arrangements including meeting annual reporting and legislative requirements, effective budget management including meeting financial reporting obligations, effective use of information, data and technology to support strategic business goals, driving business planning and performance outcomes, and helping to build and foster an inclusive workforce culture that is engaged, enabled and empowered.

How to Apply: Please submit your application demonstrating your experience against the Executive Capabilities in the attached duty statement to jobs.act.gov.au by 28 March 2019.

Remuneration: The position attracts a remuneration package ranging from \$266,202 to \$277,760 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$210,138. From 1 July 2019, the remuneration package will increase, ranging from \$285,512 to \$298,006 depending on current superannuation arrangements of the successful applicant, which includes a cash component of \$227,160 (see Remuneration Tribunal Determination 2 of 2019).

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

Contact Officer: Further information about the position is available from Nerida Douglas, nerida.douglas@act.gov.au, (02) 5124 9190.

**Health Systems, Policy and Research
Office of Professional Leadership and Education
Chief Allied Health Officer
Health Professional Level 6 \$137,415, Canberra (PN: 42740)**

Gazetted: 21 March 2019

Closing Date: 4 April 2019

Details: About us: The ACT Health Directorate is responsible for the stewardship of the health system in the ACT and building a strong research and population health capability. ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations and that the health system is innovative, effective and sustainable now and in the future. It is responsible for (among other things):

Strategic policy and planning stewardship of the health system

Managing demand for and supply of health services across the territory

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

Prevention of, and timely response to, potential public health incidents

Leading the health workforce and clinical training strategy including establishing and maintaining relationships with key academic institutions and training providers

The prevention of and response to public health incidents

Monitoring and enforcement of public health regulations

Providing public health advice

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

Overview of the work area and position: The Office of Professional Leadership and Education has a critical role in fostering a high performance culture through the Canberra Health Service by creating an environment for consistent, high clinical standards and multi-disciplinary collaboration.

The Office plays a key role in:

Identifying trends in the delivery of health services and workforce across the ACT

Encouraging leadership and strategic direction for the [clinical] workforce

Collaborating with other areas that lead whole of ACT health strategy and planning functions, both within the Health Directorate, Canberra Health Services

Leading and maintaining high professional standards, recruitment and education required under the National Registration and Accreditation Scheme (NRAS)

Providing expert, strategic, timely advice on emerging issues at the local, state, national and international levels; and develops policies and initiatives which support the delivery of health priorities and achievement of government health objectives

Guiding and promoting research and continuous improvement of professional practice

Representing the Territory on relevant national forums

The Chief Allied Health Officer (CAHO) is responsible for the provision of professional and strategic leadership for the allied health professions within ACT Health and Canberra Health Services, and for collaborating and providing advice to the ACT Government regarding allied health matters. The position is responsible for assisting in the delivery of workforce reforms, workforce planning and for strengthening and developing allied health services through innovative models of care and service delivery.

As Chief Allied Health Officer for the ACT, you will provide advice and support to Ministers, the Director-General, ACT Health and key stakeholders across the full range of health issues confronting the communities in the ACT and surrounding regions.

The CAHO will play a key role in developing a collaborative and strategic approach to allied health for the ACT and at a national level. The role is responsible for setting the strategic, professional and workforce oriented agenda for allied health in the ACT health system.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in an Allied Health discipline and eligibility for membership of the appropriate professional body, or unconditional Registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

A postgraduate qualification in a related field

Demonstrated knowledge of contemporary clinical practice and governance; proven ability in developing and monitoring clinical standards and guidelines, a sound understanding of government processes, system-wide policy and change management

Detailed understanding of leadership, financial risk management, strategic direction-setting and the challenges facing modern healthcare service delivery

Knowledge and demonstrated successful application of contemporary reform and innovation within the allied health professions at various levels.

Experience delivering effective outcomes in a complex, cross-cultural and politically sensitive environment regarding the relevant legislative obligations

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Contact Officer: Geraldine Grayland (02) 5124 9710 geraldine.grayland@act.gov.au

Corporate Services

Corporate and Governance

Strategic Procurement

Director

Senior Officer Grade A \$137,415, Canberra (PN: 09733)

Gazetted: 21 March 2019

Closing Date: 4 April 2019

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

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

ACT Health has responsibility for:

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

Managing demand for and supply of health services across the territory.

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

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

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

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

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

Monitoring and enforcement of public health regulations.

Providing public health advice.

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

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

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

Providing financial and business support services

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

Providing communications and stakeholder engagement support

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

Audit, Risk and Compliance

Corporate and Governance

Communications

Digital Solutions Division

Health Infrastructure Services

Health Services Program

People and Culture

Performance, Reporting and Data

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

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

Eligibility/Other Requirements

Highly Desirable:

Relevant qualifications or experience in procurement, project and/or asset management are desirable.

Relevant qualifications or experience in Management and Leadership.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Public Health, Protection and Regulation

Health Protection Services

Director Environmental Health (Food) and Director Environmental Health (Radiation and Environment)

Health Professional Level 5 \$118,319 - \$133,197, Canberra (PN: 23787, several)

Gazetted: 21 March 2019

Closing Date: 28 March 2019

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

Public Health, Protection and Regulation (PHPR)

The Public Health, Protection and Regulation Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and fulfils a range of statutory responsibilities and delegations under various public health legislation. The Division is responsible for development of population health strategic initiatives in ACT in the key areas of protection, prevention, and Territory-wide interventions. The Division is also responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report.

Health Protection Service

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

As Manager of the Environmental Health Food Section your role is to manage the human and financial resources associated with the operation of this section. The role involves managing a variety of public health regulatory activities and functions in relation to food safety on behalf of the HPS. The Environmental Health Food Section works closely with other areas of government such as Access Canberra in executing these functions. As Manager of the Environment and Radiation Safety Section your role is to manage the human and financial resources associated with the delivery of regulatory functions of the Environment and Radiation Safety Section. The role involves managing a variety of public health regulatory activities and functions such as radiation licensing, insanitary conditions, cooling tower compliance, and recreational water monitoring as well as providing administrative support to the ACT Radiation Council on behalf of the Health Protection Service. The Environment and Radiation Safety Section works closely with other areas of government such as Access Canberra, Transport Canberra and City Services and ICON Water in executing these functions.

The roles would suit someone with tertiary qualifications and demonstrated experience in managing Environmental Health teams.

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

Eligibility/Other Requirements:

Mandatory:

Be eligible for membership with Environmental Health Australia (EHA) i.e. have completed either an undergraduate degree or graduate diploma in Environmental Health that is accredited by EHA or equivalent Environmental Health qualifications that are accredited by EHA. Applicants should call the contact officer for advice on whether they are eligible to apply.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: These are temporary positions available for a period of six months with possibility of extension.

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

Health Systems, Policy and Research

Health Protection Services

Public Health Regulation and Projects

Senior Project Officer

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 33178)

Gazetted: 21 March 2019

Closing Date: 28 March 2019

Details: About us:

The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research. ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

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

managing demand for and supply of health services across the territory.

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

preventing, and providing a timely response to, potential public health incidents.

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

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

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

monitoring and enforcement of public health regulations, and

providing public health advice.

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

Overview of the work area and position:

The Public Health Regulation and Projects (PHRAP) section is responsible for the development and implementation of a wide range of policy and regulation items relating to environmental health e.g. food safety, recreational water quality, insanitary conditions, tobacco control and smoke-free, e cigarettes and other matters that may impact upon public health.

In undertaking such a broad body of work, the PHRAP section engages in a number of activities including the development of public information, policy and legislation, consultation material, Ministerial briefings and contributing to related national public health initiatives. PHRAP also regulates health care facility licenses in the ACT and provides policy support to Communicable Disease Control, Environmental Health and Pharmaceutical Services Section.

Desirable skills include demonstrated experience in policy development (particularly in public health, legislative and/or regulatory environments), demonstrated experience in drafting Government correspondence (such as briefings, cabinet submissions, etc), ability to produce high quality, accurate work within tight deadlines, and a strong capacity to liaise effectively with a range of internal and external stakeholders.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualification – a science degree in a health-related field.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Contact Officer: Vojkan Stefanovic (02) 5124 9086 vojkan.stefanovic@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Workcover Manager C \$100,462 - \$108,140

Bradley Cummins 847-04901, Section 68(1), 7 March 2019

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

Caitlin Harrington 858-63138, Section 68(1), 19 March 2019

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

Zhen Xie 858-57440, Section 68(1), 19 March 2019

Community Services

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

Samantha Lawrence 853-72507, Section 68(1), 12 March 2019

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

Bianca Lehtonen 858-55875, Section 68(1), 14 March 2019

Justice and Community Safety

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

Jordan Ajaye 858-51663, Section 68(1), 18 March 2019

Government Solicitor 2 \$110,874 - \$133,039

Raisa Aniversario 858-54450, Section 68(1), 18 March 2019

Transport Canberra and City Services

Bus Operator - Training \$66,212

Khaled El Hassan 858-67366, Section 68(1), 16 March 2019

Bus Operator - Training \$66,212

David Hope 858-67446, Section 68(1), 16 March 2019

Bus Operator - Training \$66,212

Kanwarinder Jodhka 858-67403, Section 68(1), 16 March 2019

Bus Operator - Training \$66,212

Ajay Kumar 858-68326, Section 68(1), 16 March 2019

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

Natasha Leggett 835-87731, Section 68(1), 9 September 2019

Bus Operator - Training \$66,212

Timothy Orr 858-62135, Section 68(1), 16 March 2019

Bus Operator - Training \$66,212

Patricia Riley 858-67518, Section 68(1), 16 March 2019

General Service Officer Level 5 \$52,198 - \$54,949

Dorothy Robson 858-57539, Section 68(1), 18 March 2019

Bus Operator - Training \$66,212

Sulakhan Saini 858-67315, Section 68(1), 16 March 2019

Bus Operator - Training \$66,212

Gray Saunders 609-12669, Section 68(1), 16 March 2019

Bus Operator - Training \$66,212

Kenneth Wells 858-61175, Section 68(1), 16 March 2019

Bus Operator - Training \$66,212

Ian Williams 846-97430, Section 68(1), 16 March 2019

Canberra Health Services

Specialist Level 1- 5 \$164,470 - \$202,960

Farhan Mahmood Syed, 824-20016, Section 68(1), 7 March 2019

Specialist Level 1- 5 \$164,470 - \$202,960

Hilde Margarethe, 788-07963, Section 68(1), 7 March 2019

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

Divine Abraham 856-72964, Section 68(1), 21 March 2019

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

Sonia Akter 847-11896, Section 68(1), 21 March 2019

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

Karina Allwell 858-67454, Section 68(1), 18 March 2019

Health Professional Level 1 \$57,941 - \$73,823

Celine Daignault 858-68828, Section 68(1), 25 March 2019

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

Aastha Dhungana 856-74038, Section 68(1), 21 March 2019

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

Lauren Grant 858-68238, Section 68(1), 18 March 2019

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

Morgan Hubbard 857-42432, Section 68(1), 14 March 2019

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

Yin Kong 858-67921, Section 68(1), 18 March 2019

Technical Officer Level 1 \$54,720 - \$57,369

Indrani Sinnaiah 848-85044, Section 68(1), 5 March 2019

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

Elaine Wardrop 857-44964, Section 68(1), 20 March 2019

ACT Health

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

Victoria Kelsey 858-68051, Section 68(1), 18 March 2019

Administrative Services Officer Class 2 \$52,991 - \$58,513

Joanna Sanchez 847-11933, Section 68(1), 20 March 2019

TRANSFERS

Community Services

Emelda Foroma: 853-77404

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

Community Services

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

Community Services, Canberra (PN. 35055) (Gazetted 23 November 2018)

Canberra Health Services

Specialist Level 1- 5 \$164,470 - \$202,960 Luke Streitberg, 82956929, Section 68(1), 28 March 2019

Transport Canberra and City Services

Susan Marriage: 848-65553

From: Senior Officer Grade A \$137,415

Transport Canberra and City Services

To: Senior Officer Grade A \$137,415

Transport Canberra and City Services, Canberra (PN. 09887) (Gazetted 30 January 2019)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Commercial Services and Infrastructure Group

Procurement ACT (Goods and Services Procurement)

Whole of Government Contracts and Category Management Teams

Claire Hendrie: 853-46560

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

Environment, Planning and Sustainable Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 03684) (Gazetted 21 January 2019)

Workplace Protection

Utilities Technical Regulation

Brianna McKeown: 820-91830

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 42710) (Gazetted 11 February 2019)

Procurement, Property and Venues

Goods and Services Procurement

WhoG Contracts and Category Management Teams

Danny Raymond Warburton: 715-72313

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

Justice and Community Safety

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 37644) (Gazetted 18 January 2019)

Economic Development

Operations and Delivery

Events ACT

Saskia Hissink White: 853-7971

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

CMTEDD

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 41814) (Gazetted 20 November 2018)

Commercial Services Infrastructure

Infrastructure Finance and Capital Works

Health Infrastructure Branch

Ziqing Xiao: 853-29680

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

Environment, Planning and Sustainable Development

To: Infrastructure Officer 2 \$79,919 - \$91,947

Chief Minister, Treasury and Economic Development, Canberra (PN. 36230) (Gazetted 31 August 2018)

Community Services

Inclusion and Participation

Nadia McGuire: 853-30155

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

Community Services

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

Community Services, Canberra (PN. 39123) (Gazetted 17 December 2018)

Inclusion and Participation

MALCOME MITCHELL: 853-79493

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

Community Services

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

Community Services, Canberra (PN. 12081) (Gazetted 13 February 2019)

Housing ACT

Strategy and Viability

Housing and Homelessness, Strategy and Policy

Caroline Stevens: 823-82304

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

Community Services

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

Community Services, Canberra (PN. 07952) (Gazetted 24 October 2018)

Housing ACT

Stacey Wrench: 853-29293

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

Community Services

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

Community Services, Canberra (PN. 43033) (Gazetted 24 October 2018)

Education

Business Services Division

Strategic Finance

Strategic Procurement

Kristie Perrin: 799-83635

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

Community Services Directorate

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

Education, Canberra (PN. 40894) (Gazetted 11 July 2018)

Environment, Planning and Sustainable Development

Planning Delivery

Planning Support and ACAT Coordination, Merit Assessment, Deed Management

Edwin Darke: 835-92792

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 40230) (Gazetted 8 February 2019)

Justice and Community Safety

Human Rights Commission

Victim Support ACT

Victim Services

Barbara Knight: 853-47774

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 28841) (Gazetted 9 October 2018)

Canberra Health Services

Samantha Rogers: 858-57985

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

Health

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

Canberra Health Services, Canberra (PN. 28556) (Gazetted 7 February 2019)

ACT Health

Health Systems Policy and Research

Rebecca Moroney: 844-83133

From: Administrative Services Officer Class 2 \$52,991 - \$58,513
ACT Health

To: Administrative Services Officer Class 4 \$66,656 - \$72,175
ACT Health, Canberra (PN. 29468) (Gazetted 31 January 2019)

CORRIGENDA

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$60,039 - \$64,616
Abrena Denhere: 85361963, Section 68(1), 12 February 2019
Gazetted with incorrect AGS number.