



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 09 May 2019**

## VACANCIES

### Chief Minister, Treasury and Economic Development

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

#### Shared Services ICT

##### Strategic Business Branch

##### Education Account

##### Teach Anywhere Project Coordinator

##### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 38392)**

Gazetted: 10 May 2019

Closing Date: 24 May 2019

Details: The Shared Services ICT Education Program Delivery Team is currently seeking applications from suitably experienced persons to perform in the role of Project Coordinator. The successful applicant will be responsible for providing administrative and project assistance and coordination to several Education Directorate ICT projects. This position works to and supports project managers within the business area. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available until 3 May 2020 with possibility of extension up to 12 months.

How to Apply: All applications should include an Application Coversheet, your written response to Selection Criteria within two pages, resume and referee report. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Greg Schuhardt (02) 6205 5488 [greg.schuhardt@act.gov.au](mailto:greg.schuhardt@act.gov.au)

#### Shared Services

##### Partnership Services

##### Customer Support Services

##### Knowledge Developer

##### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 11609)**

Gazetted: 09 May 2019

Closing Date: 23 May 2019

Details: Customer Support Services in Shared Services is passionate about innovation and improving service delivery across the ACT Government. We're looking for a like-minded person to join our team as a hands-on Knowledge Developer. You will make your mark through the development and management of the Shared Services website, sharing industry knowledge and showing a commitment to knowledge base management and best development practices. Your ability to quickly establish positive working relationships and engage with a wide range of stakeholders will be a must. You will need to approach your day to day work with an open mind, rethinking the way we deliver services and contribute to the improvement of whole of Government solutions. If this sounds like you, then we'd love to hear from you! Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience with ServiceNow and experience in knowledge base management and/or form development 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 an Application Coversheet, your Curriculum Vitae and a pitch, up to two pages, on why you think you're the best person for the job. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Donald Hage (02) 6205 1530 [donald.hage@act.gov.au](mailto:donald.hage@act.gov.au)

**Shared Services ICT**

**Strategic Business**

**Portfolio Delivery Office**

**Project Officer**

**Information Technology Officer Class 2 \$83,135 - \$95,146, Canberra (PN: 24049)**

Gazetted: 09 May 2019

Closing Date: 23 May 2019

Details: The Information Communication Technology (ICT) Education (EDU) Program Delivery Team is currently seeking applications from suitably experienced persons to perform in the role of Project Officer. The successful applicant will be responsible for providing technical assistance and advice for delivering the ICT equipment and services to ACT Government Public Schools under ACT Education Directorate's Infrastructure Capital Works Program. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply

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

How to Apply: Please provide a completed Application Coversheet; a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your current Curriculum Vitae to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Mohena Mehra (02) 6207 0307 [mohena.mehra@act.gov.au](mailto:mohena.mehra@act.gov.au)

**Infrastructure Finance and Capital Works**

**Procurement ACT**

**Operations**

**Work Health Safety Administration Officer**

**Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 22517)**

Gazetted: 14 May 2019

Closing Date: 28 May 2019

Details: Procurement ACT is seeking an experienced and motivated candidate to fill a Work Health and Safety (WHS) Administration Officer role within the Operations team in Procurement ACT. The successful candidate will be a part of a small project team responsible for implementing the ACT Government's Active Certification Policy, WHS reporting and the promotion of WHS and safety practices on ACT Government construction sites. Supporting the Superintendent of Works and the WHS Advisor the role provides administrative responsibilities, including managing a range of tasks, scheduling assurance audits, communications activities, research and analysis, and preparation of briefing documents for senior officials and Ministers. Strong communication skills are essential for this role. The successful candidate will be required to liaise at various levels across a range of areas throughout the Government whilst maintaining a high degree of confidentiality and discretion. The candidate will also need to adhere to and promote the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety (WHS), and the ACTPS 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: This is a temporary position available for a period of six months with the possibility of extension and/or permanency.

How to Apply: Applicants should address the Selection Criteria (with a maximum of 300 words per criterion), provide an Application Coversheet, details of two referees and a current Curriculum Vitae via email to [jobs@act.gov.au](mailto:jobs@act.gov.au)

[jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Michael Whitehouse (02) 6205 3164 [michael.whitehouse@act.gov.au](mailto:michael.whitehouse@act.gov.au)

**Shared Services**

**Strategic Business**

**Portfolio Governance**

**Portfolio and Sustainability Reporting Officer**

**Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 39611)**

Gazetted: 10 May 2019

Closing Date: 24 May 2019

Details: The Portfolio and Sustainability Reporting Officer is part of a multi-disciplinary team within Strategic Business, Portfolio Governance. The team's priority is to ensure business change is successful by providing governance, quality assurance and portfolio reporting services. This role will be required to maintain and coordinate existing portfolio dashboard reporting. You will develop and implement new reports using multiple formats including Microsoft Excel, Power BI and ServiceNow. To be successful in this position, you will have a proven record in exercising both initiative and judgement in the interpretation of Portfolio Program and Project management reporting practices and provide detailed technical, financial and analytical advice in relation to complex reporting problems.

Note: This is a temporary position available for a period of 12 months with the possibility of permanency. Selection may be based on application and referee reports only

How to Apply: Please submit a written response of up to two pages, contact details for at least two referees and a current Curriculum Vitae, including Application Coversheet. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you suitable for the role.

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

Contact Officer: Shiv Nayyar (02) 6207 0005 [shiv.nayyar@act.gov.au](mailto:shiv.nayyar@act.gov.au)

**Shared Services**

**Partnership Services**

**Publishing Services**

**Graphic Designer**

**Public Affairs Officer 1 \$71,549 - \$81,668, Canberra (PN: 23024)**

Gazetted: 09 May 2019

Closing Date: 16 May 2019

Details: Are you a skilled designer in the production of digital and print artefacts? Can you think on your feet and juggle competing demands to meet tight deadlines? Shared Services needs you! We are looking for a Graphic Designer to join our Publishing Team. Publishing Services provides design, multimedia and photography services to ACT Government Directorates, working with them to deliver communications and marketing projects and catering to all their creative needs. The Graphic Designer will work with project managers and clients to achieve results in a fast paced and deadline driven environment. You will contribute to the delivery of projects across the ACT Government creating a diverse range of content, from preparing annual reports and budget papers, to designing collateral for programs and events such as the National Multicultural Festival. You will manage project production requirements and provide advice to clients and stakeholders. You will also influence how the team manage and deliver work and prioritise day to day operations. This role requires a willingness to work hard and lead by example. You will be part of a great team with all members striving to obtain the best possible outcome for clients and stakeholders. The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Your suitability for this position will be assessed based on your skills, knowledge and behaviour in relation to the duties/responsibilities of the role. If you think you're up for it, please send us the Application Coversheet, your Curriculum Vitae and a two page pitch response to the requirements of the position and why you think you're the best person for this job. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Brien Dunbar (02) 6207 6934 [brien.dunbar@act.gov.au](mailto:brien.dunbar@act.gov.au)

## **Shared Services**

### **Executive Branch Manager, Shared Services**

#### **Executive Level 1.2 \$203,203 - \$211,625 depending on current superannuation arrangements, Canberra (PN: E1084)**

Gazetted: 15 May 2019

Closing Date: 29 May 2019

Who we are: Shared Services employs about 950 people and provides strategic, technical, tactical and transactional support for ICT, finance, human resource and commercial services to ACT Government Directorates. The Payroll and HR Systems Branch is responsible for ensuring the accurate and timely payment of approximately 22,000 ACT Public Service employees.

What you will do: 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 of the ACT Government. Strategically motivate and lead a large team of payroll and HR systems employees through major change, whilst delivering the ongoing pays of 22,000 people. You will be required to successfully implement the new Human Resources Information Management Solution (HRIMS) and drive the project delivery and solution deployment.

What we require: Your strategic focus and ability to analyse and find solutions to complex problems will enable you to excel in this position. Expert communication and influencing skills will be important to lead the payroll team through the coming challenges whilst your ability to establish and maintain effective and diverse strategic business partnerships will be critical to gain the trust and confidence of your executive colleagues, staff and ultimately all ACT Public Service employees. Your resilience, values based leadership and excellent judgement will be crucial to success. To succeed in the role, you will have extensive experience leading a team through a significant change process, preferably in payroll and/or implementation of an HRIMS.

How to Apply: All applications, including the coversheet, your written response to the Executive Capabilities (maximum one page per capability) and Curriculum Vitae must be submitted to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Remuneration: The position attracts a remuneration package ranging from \$203,203 to \$211,625 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 \$221,815 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 three 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 Graham Tanton, [graham.tanton@act.gov.au](mailto:graham.tanton@act.gov.au), (02) 6207 5757.

## **Economic Development**

### **Strategic Projects**

#### **Senior Director, Strategic Projects**

##### **Senior Officer Grade A \$143,116, Canberra (PN: 37697)**

Gazetted: 14 May 2019

Closing Date: 28 May 2019

Details: The Economic Development Directorate seeks an experienced candidate for the position of Senior Director, Strategic Projects to assist with facilitating cross-government major projects and investment proposals that will help grow and diversify the Territory's economy. The Director will work closely with partner areas within the Economic Development Directorate and also across the ACT Government. Strong skills in collaboration are essential. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please provide a completed Application Coversheet; a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your Curriculum Vitae to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Jenny Priest (02) 6207 2070 [jenny.priest@act.gov.au](mailto:jenny.priest@act.gov.au)

**Procurement ACT**

**Goods and Services Procurement**

**Sourcing, Advice and Supply**

**Director**

**Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 32257)**

Gazetted: 13 May 2019

Closing Date: 27 May 2019

Details: Goods and Services Procurement Branch within Procurement ACT provides centre-led procurement advice and support services to ACT Government agencies, with a particular focus on strategic, complex, high value, high risk procurements. Goods and Services also establishes and manages the Territory's Whole-of-Government (WhoG) arrangements and are responsible for the development, execution and management of WhoG contracts across all ACT Government Directorates. Contracts and Category Management (CCMT) roles include the category management of clustered WhoG contracts, market analysis, detailed procurement strategy development and execution and active contract management including performance evaluation. We are looking to fill a permanent position in the Sourcing, Advice and Supply Business Unit (SAS). The team manages complex procurement projects and supports the tendering and evaluation process as well as providing support and guidance to Directorate business areas on procurement and contract issues. Whilst we are a procurement organisation, we are looking to develop skills across a range of general areas, such as strategic and analytical thinking, leadership and staff development, project management, communication, negotiation, written and representation skills. We want to grow our organisation. We are going through a significant program of change and looking for staff who can help. You may be a seasoned procurement or contract management professional and/or have strong core skills in project management, stakeholder engagement and change management, which can be successfully applied/transferred to the strategic procurement and contract management environment. You will deal extensively with internal and external stakeholders, be able to quickly form positive relationships, and communicate with influence. As well as the client aspect, the daily workload involves a significant amount of documentation drafting and review across the full procurement life-cycle. If you are interested in working in an organisation which makes a positive contribution and offers a diverse range of work, please read the Position Description for more details. We welcome your interest! For further information about the position, please contact the Contact Officer above.

Note: Shortlisted applicants only: As part of assessing an applicant who has been offered an interview, applicants will be required to complete a written assessment on the day of the interview. An order of merit list may be established to fill future vacancies at level over the next 12 months.

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 Application Coversheet. Please send your application to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Michael Thomas (02) 6205 3514 [michael.thomas@act.gov.au](mailto:michael.thomas@act.gov.au)

**Shared Services**

**Strategic Business**

**Portfolio Governance**

**Director ITIL and P3M Governance**

**Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 19235)**

Gazetted: 10 May 2019

Closing Date: 24 May 2019

Details: The Director ITIL and P3M Governance position will manage and lead a multi-disciplinary team to provide detailed technical, professional and governance advice in relation to complex problems relating to ITIL and P3M practices and processes. This position requires proven record in exercising both initiative and judgement in the interpretation of ITIL and P3M and ensure our practices and processes are aligned to the Shared Services ICT Strategic Direction and current maturity assessments.

How to Apply: Please submit a written response of up to two pages, contact details for at least two referees and a current Curriculum Vitae, including Application Coversheet. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you suitable for the role.

Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).  
Contact Officer: Ula Martin (02) 6205 6536 [ula.martin@act.gov.au](mailto:ula.martin@act.gov.au)

**Economic Development  
Innovation, Industry and Investment  
Trade Start Advisor - ACT  
Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 43838)**

Gazetted: 09 May 2019

Closing Date: 23 May 2019

Details: The ACT Government has entered into a partnership with Austrade to deliver TradeStart in the ACT for the next four years. Austrade's TradeStart network is delivered across Australia in partnership with state, local governments, industry associations and business chambers. It provides greater access to Austrade's export assistance for exporters in outer metropolitan and regional Australia. TradeStart Advisors help exporters make informed decisions, gather and analyse information from a variety of sources to assist with exporters' market selection. They provide practical export advice from their own experience and liaise with Austrade's overseas staff and trade teams in Australia. Use of Austrade's Client Relationship Management system and knowledge base intranet are key, as well as problem solving and outstanding client service skills. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please send an Application Coversheet, Curriculum Vitae and response to the Selection Criteria outlining your knowledge and experience using practical examples in no more than 1000 words. Applications must be submitted by 11:59pm on the closing date. All applications must be emailed to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Glen Hassett (02) 6207 0033 [glen.hassett@act.gov.au](mailto:glen.hassett@act.gov.au)

**Shared Services ICT  
Strategic Business Branch  
Education Account  
Assistant Director – Program Delivery  
Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 36352)**

Gazetted: 14 May 2019

Closing Date: 28 May 2019

Details: The ICT EDU Program Delivery Team is currently seeking applications from suitably experienced persons to perform in the role of Assistant Director – Program Delivery. The successful applicant will be responsible for a busy and diversely challenging role, assisting with the delivery of the ACT Education Directorates ICT program. This involves project management and/or business analysis tasks depending upon the applicant's area of expertise. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately through to 30 October 2019 with the possibility of extension up to 12 months.

How to Apply: All applications should include the Application Coversheet, your written response to Selection Criteria within two pages, resume and referee report. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Greg Schuhardt (02) 6205 5488 [greg.schuhardt@act.gov.au](mailto:greg.schuhardt@act.gov.au)

**Economic Development  
artsACT  
Assistant Director, Arts Policy  
Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 17168)**

Gazetted: 09 May 2019

Closing Date: 23 May 2019

Details: artsACT, as the ACT Government's arts agency, provides policy and funding advice to government; manages the ACT Arts Fund and a range of other arts development and funding initiatives; manages the ACT Government public art collection of over 100 artworks; oversees the development and management of key ACT arts facilities; and maintains links with other arts and cultural organisations in Australia and internationally. We do this to recognise the integral part that arts and culture play in our community and to encourage creativity, celebration, thinking and exchange. artsACT is looking for a dynamic person to join our policy team. With responsibility across the policy and communications within artsACT we are after someone who has knowledge and experience of the arts sector, who can engage creatively and think strategically. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Applicants are asked to submit an Expression of Interest responding to the position requirements in no more than two pages. A copy of your current Curriculum Vitae with contact details for at least two referees is also required and an Application Coversheet.

Contact Officer: Sam Tyler (02) 6205 4365 sam.tyler@act.gov.au

## **Economic Development**

### **Skills Canberra**

#### **Workforce Development Unit**

#### **Workforce Consultant**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 33329)**

Gazetted: 09 May 2019

Closing Date: 23 May 2019

Details: Skills Canberra is seeking an individual with proven experience in Business Development and knowledge of the Vocational Education and Training (VET) sector. Excellent administration skills and an eye for detail are also required, along with strong oral and written communication skills. If you are passionate about VET and have a knack for stakeholder engagement and project work – this is the job for you! The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available until the 31 December 2019 with the possibility of extension and/or permanency. An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit an Application Coversheet, a written response addressing the Selection Criteria (limiting responses to 400 words per criterion), contact details for at least two referees and a current Curriculum Vitae. If you need to obtain additional information about the role please contact the Contact Officer.

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

Contact Officer: Melissa Pinney (02) 6207 2059 melissa.pinney@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](mailto:jobs@act.gov.au)**

**Office of Director-General  
Organisational Governance**



### **Assembly Liaison Officer**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 09248)**

Gazetted: 13 May 2019

Closing Date: 20 May 2019

Details: Organisational Governance is seeking to fill a position which will have significant contact with directorate officers, requiring a high degree of sensitivity and confidentiality, as well as a highly responsive approach in responding to tight deadlines. This position is responsible for providing high-level advice on Legislative Assembly processes to the Directorate and Ministers' offices, and ensure that all Directorate Assembly business is correct in terms of format, style, presentation, quality and matter of fact. This position will also manage the preparation of material for the Assembly and Assembly committees, including briefing material, Government submissions and responses to Assembly committees and replies to Questions on Notice and Questions Taken on Notice.

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

How to Apply: Applications should include the Application Coversheet, your resume and an application addressing the Selection Criteria. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au) and please copy in the Contact Officer [sheldon.fenning@act.gov.au](mailto:sheldon.fenning@act.gov.au)

Contact Officer: Sheldon Fenning (02) 6205 0457 [sheldon.fenning@act.gov.au](mailto:sheldon.fenning@act.gov.au)

### **Corporate Services**

#### **Media and Communications**

##### **Social Media Officer**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 32130)**

Gazetted: 10 May 2019

Closing Date: 16 May 2019

Details: The Community Services Directorate is seeking a social media officer to provide support to the Media and Communications team, and work on a range of media and communications activities for the Directorate, with a focus on digital media. The successful candidate may be a journalist or digital professional or work in media and communications in the government or the private sector. It is essential that candidates demonstrate strong content management and media and communication skills. Strong oral skills and an ability to work consultatively at all levels are also requirements of this position. Candidates must demonstrate an ability to manage communication issues at a high level. Experience in social and digital media is essential. The position has significant contact with directorate and ministerial officers, requiring a high degree of sensitivity and confidentiality, as well as excellent negotiating and liaison skills, a flexible approach to work and the ability to respond to tight deadlines in a high-pressure environment.

How to Apply: In two pages, please provide your pitch on why you are the best person for the role. You might like to consider the attached selection criteria in your response.

Contact Officer: Felicity Lewer (02) 6205 9050 [felicity.lewer@act.gov.au](mailto:felicity.lewer@act.gov.au)

### **Children, Youth and Families Division**

#### **Executive Director, Children, Youth and Families**

#### **Executive Level 2.4 \$325,354 - \$339,831 depending on current superannuation arrangements, Canberra (PN: E386)**

Gazetted: 10 May 2019

Closing Date: 26 May 2019

Lead human services for ACT Government

Make a positive impact on the community

Strategic leadership opportunity

The Community Services Directorate of the ACT Government delivers excellence through client centred services and strives to create a safe and equitable community. 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 Community Services Directorate is committed to the values of Respect, Integrity, Collaboration and Innovation.

Children, Youth and Families (CYF) in partnership with the community protects children and young people and partners with families, carers and community agencies to ensure children and young people are safe. Key areas of interest are the “Our Booris, Our Way” independent review and “A Step Up for Our Kids” strategy.

The key areas of the Division focus on Operations, Staff support and development, Quality assurance and delivering reform. CYF works closely with the other Divisions in CSD to support service delivery.

The successful candidate will demonstrate a successful track record of leading a motivated and high performing team in the human services sector and has the following attributes and experience:

strategic thinking and change management skills;

system design, business planning and workforce capability development to support high quality operational practice;

demonstrated expertise and passion to work with Culturally and Linguistically Diverse and Aboriginal and Torres Strait Islander people;

high level negotiation and communication skills and stakeholder engagement skills; and

demonstrated high level leadership in organisational best practice in person-centred service delivery and community engagement;

This is an amazing opportunity to have a lasting impact on how Child, Youth and Family services are delivered across the ACT. A competitive salary and relocation package is on offer for this pivotal role.

How to Apply: Please submit a resume and brief covering letter (maximum two pages) which details your skill and experience relevant to the role here. For further information, please contact David Reynolds from Davidson Executive & Boards on (07) 3023 1009 or email at david.reynolds@davidsonwp.com.

Remuneration: The position attracts a remuneration package ranging from \$325,354 to \$339,831 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$263,216.

From 1 July 2019, the remuneration package will increase, ranging from \$327,547 to \$340,747 depending on current superannuation arrangements of the successful applicant, which includes a cash component of \$264,006 (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.

## **Corporate Services**

### **Media and Communications**

#### **Senior Manager, Media and Communications**

##### **Senior Officer Grade A \$143,116, Canberra (PN: 43976)**

Gazetted: 09 May 2019

Closing Date: 16 May 2019

Details: The ACT Government Community Services Directorate has responsibility for a wide range of human services functions in the ACT, including multicultural affairs, community services, older people, women, public and community housing services and policy, community recovery, children, youth and family support services and policy, support for families concerned about their child’s development, Child and Family Centres, homelessness, Aboriginal and Torres Strait Islander Affairs and the ACT Office for Disability. The Media and Communications Unit is responsible for: the co-ordination of whole of directorate and strategic media activities, from both an internal and external perspective; online resources (websites and Intranet) and social media; the production of media releases and speeches; published communications products, advertising and signage; the provision of public affairs advice, working with other agencies on Whole of Government media projects and presentations; and media support to the Directorate’s Executive and the Offices of the Ministers. This position manages the internal and external media and communications activities across the Directorate, including the provision of high-level support and advice to the Executive, and oversight of communications strategies.

The position is responsible for managing a range of significant internal and external communications projects, as well as providing guidance on media and communications issues to officers across the Directorate. The position is responsible for the production of media releases, speeches and other communications materials, as well as major media projects and presentations, and liaison with the Directorate’s information technology area. An understanding of the media and communications environment in the ACT is essential. The position reports to the Senior Director, Corporate Services and leads a team of five officers. It has significant contact with Senior Executive officers within the Directorate and across the ACT Government as well as ministerial offices, requiring a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines. This senior officer is also the on-call media officer for the Directorate.

Eligibility/Other Requirements: Demonstrated experience in managing issues and experience in managing teams is essential. Qualifications in media, communications or Public Relations is highly desirable.

How to Apply: In two pages, please provide your pitch on why you are the best person for the role. Please consider the Selection Criteria in the Position Description in your response. Please send your Application Coversheet, resume and pitch to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Robyn Calder (02) 6205 0688 [robyn.calder@act.gov.au](mailto:robyn.calder@act.gov.au)

## **Corporate Services**

### **Internal Audit and Risk Management**

#### **Senior Assurance Officer**

##### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 37555)**

Gazetted: 14 May 2019

Closing Date: 28 May 2019

Details: The Internal Audit and Risk Management unit (IARM) supports the Directorate's Strategic Board of Management, Audit and Risk Management Committee and staff in the management of risks, financial accountability, compliance with legislation/policy and procedures, fraud and corruption prevention and better governance practice. The IARM is responsible for developing, coordinating, implementing and monitoring the Directorate's; internal audit strategic plan and annual internal audit program; Risk Management Framework; Business Continuity Framework; Fraud and Corruption Prevention Framework; and special compliance and assurance programs. The Senior Assurance Officer will work in a small team to conduct audits and reviews, including compliance, performance, financial, compliance and spot checks. The Officer will also assist the team to provide secretariat support to the Audit and Risk Management Committee and supervise administrative tasks that are critical to the successful functioning of the unit. In addition, the Senior Assurance Officer will also significantly support the unit to facilitate the implementation of Risk Management, Fraud and Corruption and Business Continuity Frameworks across the Directorate. Initiative, teamwork, organisational skills and attention to detail are essential to perform this role.

Eligibility/Other Requirements: Relevant tertiary qualifications in Accounting or equivalent is highly desirable. Membership of professional accounting body such as Chartered Accountants Australia and New Zealand (CAANZ), Certified Practising Accountant Australia (CPAA) and Institute of Internal Auditors (IIA) or progress towards it is highly desirable. Related qualifications in Risk Management would be beneficial.

How to Apply: Please send your response to the Selection Criteria, your resume and the Application Coversheet to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Mayoora Sinnathurai (02) 6205 0147 [mayoora.sinnathurai@act.gov.au](mailto:mayoora.sinnathurai@act.gov.au)

## **Children, Youth and Families**

### **Child and Youth Protection Services**

#### **Narrabundah House Indigenous Supported Residential Facility**

##### **Narrabundah House Indigenous Supervised Residential Facility Manager**

##### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 09101)**

Gazetted: 09 May 2019

Closing Date: 27 May 2019

Details: An opportunity exists in the role of the Narrabundah House Manager. In this position you will work as part of the senior management team to deliver high quality outcomes for young people housed at the Narrabundah House Indigenous Supported Residential Facility (NHISRF). The Narrabundah House Manager is responsible in managing and leading a team of Youth Workers to provide residential based programs and supervision to Aboriginal and Torres Strait Islander young men aged 15 to 18 years. This position will be responsible for the ongoing management of NHISRF, including the delivery of program management, relationship management, and key partnerships with government, non-government and the community.

Note: This is a temporary position available for three months with possibility of extension up to 12 months and/or permanency. Applicants may be assessed on a combination of written application, referee reports and possible short interview.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages highlighting their motivation for the role and demonstrated experience in residential care or management fields. The attached Position Description is for reference only. Please include the

contact details of at least two referees, one being a current Supervisor, and a current Curriculum Vitae.  
Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).  
Contact Officer: Nicole Thompson (02) 6205 6002 [nicole.thompson@act.gov.au](mailto:nicole.thompson@act.gov.au)

### **Corporate Services**

#### **Media and Communications**

##### **Senior Media and Communications Officer**

##### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 15299, several)**

Gazetted: 10 May 2019

Closing Date: 16 May 2019

Details: The Community Services Directorate is seeking various Senior Media and Communications Officers to fill a range of expected vacancies. These roles will provide high-level support to the Senior Manager, Media and Communications, and work on a range of media and communications activities for the Directorate. The successful candidates may be a journalist or work in media and communications in the government or the private sector. It is essential that candidates demonstrate strong media writing and strategic communication skills. Strong oral skills and an ability to work consultatively at all levels are also requirements of these positions. Candidates must demonstrate an ability to manage communication issues at a high level. Experience in developing and managing the production of publications and events would be an advantage. The positions have significant contact with directorate and ministerial officers, requiring a high degree of sensitivity and confidentiality, as well as excellent negotiating and liaison skills, a flexible approach to work and the ability to respond to tight deadlines in a high-pressure environment.

Note: There are permanent and temporary positions available with the possibility of extension.

How to Apply: In two pages, please provide your pitch on why you are the best person for the role. You might like to consider the attached selection criteria in your response.

Contact Officer: Felicity Lewer (02) 6205 9050 [felicity.lewer@act.gov.au](mailto:felicity.lewer@act.gov.au)

### **Education**

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

#### **System Policy and Reform**

##### **Early Childhood Policy and Regulation**

##### **Children's Education and Care Assurance**

##### **Investigation Officer**

##### **Professional Officer Class 2 \$83,135 - \$95,146, Canberra (PN: 01635)**

Gazetted: 14 May 2019

Closing Date: 28 May 2019

Details: Early Childhood Policy and Regulation is seeking an experienced Investigation Officer to work with an Investigation team that is responsible for the assessment and investigation of notifications and complaints under the *Education and Care Services National Law (ACT) Act 2011 (National Law)* and the *Children and Young People Act 2008 (CYP Act)*. Children's Education and Care Assurance (CECA), is a team within the Early Childhood Policy and Regulation (ECPR) branch of the ACT Education Directorate. CECA is staffed by professionals with experience and qualifications in either or both Children's Education and Care and/or Government Investigations. ECPR is the ACT Regulatory Authority administering legislation covering approved early childhood education and care services and licensed childcare services in the ACT. ECPR is responsible for issuing approvals for providers, services and certified supervisors and assessing, monitoring and enforcing compliance with the National Law. CECA comprises three teams; Quality Assessment and Rating, Audit and Risk Management and Investigations. The Investigation Officer will assess and investigate notifications and complaints made to CECA pursuant to the National Law and the CYP Act. They will conduct inspections, interview relevant parties, and draft witness statements relevant to investigations. The successful candidate will have well developed interpersonal communication and leadership skills, including the ability to liaise, consult and negotiate with key stakeholders. They will also provide comprehensive and sound reports and recommendations to the Investigations Team Leader and Branch Director.

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: Certificate or Tertiary qualification in Investigations, a relevant discipline or equivalent experience is required. Knowledge and understanding of the *Education and Care Services National Law (ACT) Act 2011*, the *Children and Young People Act 2008*, the *Education and Care Services National Regulations 2011* and the ACT Childcare Services Standards is desirable. A current driver's licence is required. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only.

Note: This is a temporary position available for six months with the possibility of extension up to 12 months and/or permanency.

How to Apply: Applicants should submit an Application Coversheet, your resume, including contact details for two referees, and response to the Selection Criteria. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Janine Fairburn 02 6205 4390 [janine.fairburn@act.gov.au](mailto:janine.fairburn@act.gov.au)

## **Business Services**

### **Infrastructure Capital Works**

#### **Project Officer**

#### **Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 17104)**

Gazetted: 13 May 2019

Closing Date: 27 May 2019

Details: The Education Directorate (EDU) is looking for a suitable Project Officer to facilitate minor capital upgrades across the school network. The Project Officer will be required to be flexible in managing minor scope/budgets variances and working in the Capital Upgrades team responsible for facilitating 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 and minimise disruptions to school operations with ongoing communication with all stakeholders including the community, schools and EDU.

Eligibility/Other Requirements: Relevant formal qualifications in Project Management discipline or equivalent experience in the building industry would be highly desirable.

Note: This is a temporary position available for a period of 11 months. An order of merit list may be established to fill future vacancies at level over the next 12 months.

How to Apply: Interested applicants are asked to send the Application Coversheet, a copy of their Curriculum Vitae, contact details for at least two referees and a written response of up to two pages addressing the Selection Criteria to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Pragati Peswani (02) 6205 9370 [pragati.peswani@act.gov.au](mailto:pragati.peswani@act.gov.au)

## **School Performance and Improvement**

### **Tuggeranong Network**

#### **Monash Primary School**

#### **Classroom Teacher - Small Group Intervention Program**

#### **Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 03976)**

Gazetted: 10 May 2019

Closing Date: 24 May 2019

Details: Monash School is seeking a highly motivated, dynamic and experienced Classroom Teacher for our small group intervention program. 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. They will demonstrate an ability to effectively plan and work collaboratively with colleagues in a team-teaching environment to create an inclusive, flexible and differentiated learning program. The ability to build and maintain strong and meaningful relationships with staff, students and families will be vital to the position. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

Note: This is a temporary position available until the end of Semester One 2020 with possibility of permanency.

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the capabilities outlined in the application package (maximum two pages) and Application Coversheet with three referees. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Matthew Holdway (02) 6142 1663 [matthew.holdway@ed.act.edu.au](mailto:matthew.holdway@ed.act.edu.au)

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

### **School Performance and Improvement**

#### **North and Gungahlin Network**

#### **North Ainslie Primary School**

#### **Classroom Teacher**

#### **Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 30843)**

Gazetted: 13 May 2019

Closing Date: 20 May 2019

Details: North Ainslie Primary School is a P-6 School situated in the North of Canberra. North Ainslie is an International Baccalaureate (IB) school who uses the Primary Years Program as the framework for teaching the Australian Curriculum. The School has a strong community who work together to provide high quality outcomes for students. Key focuses include, student wellbeing, writing and oral language development, maths and inquiry learning. The School is committed to collaborative planning and providing differentiated learning opportunities to meet all students' needs. The School is home to a Learning Support Unit - Autism (LSUA) and three Introductory English Classes in an inclusive and welcoming community. An opportunity exists for a primary trained Teacher to join us in the Year 1-2 area of the school. Desired areas of strength include an understanding of inquiry learning, differentiation, formative and summative assessment and the desire to work collaboratively within a team. The successful applicant should have experience with the Australian Curriculum and using the Achievement Standards to plan the teaching, learning and assessment cycle.

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

Note: This is a temporary position available from 27 May 2019 to 26 January 2020. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the capabilities outlined in the application package (maximum two pages) and Application Coversheet with three referees. Please see the Applicant Information Package for further information. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Debbie Lowrey (02) 6142 0760 [debbie.lowrey@ed.act.edu.au](mailto:debbie.lowrey@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**

#### **Mawson Primary School**

#### **Preschool Teacher**

#### **Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 05842)**

Gazetted: 15 May 2019

Closing Date: 29 May 2019

Details: Mawson Primary School was built in 1968 and is located in the Woden Valley. Mawson Primary School operates with classes from Preschool to Year 6 and offers two specialised programs: The Mandarin Immersion Program (MIP) and Environment Centre Sustainability Program as part of teacher release. In 2019 the school's Priority Enrolment Area (PEA) includes Isaacs, Mawson, and O'Malley. Phillip remains a shared PEA with Garran Primary School. Enrolments have grown steadily over the last few years and are close to 500 in 2019. We are seeking a Preschool Teacher to deliver high quality, inclusive programs within our Preschool. The successful applicant will have an expert knowledge of the Early Years Learning Framework (EYLF) and child development. They will have a thorough knowledge of the National Quality Framework and support a culture of reflective practice and continuous improvement. We are seeking an applicant who will build and maintain positive and reciprocal relationships within children and their families, many who come from culturally and linguistically diverse backgrounds.

Eligibility/Other Requirements: Early Childhood qualifications recognised by Australian Children's Education and Care Quality Authority (ACEQA) are essential. 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 (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*.

How to Apply: Please follow the instructions in the Classroom Teacher Application Package. Please provide an Application Coversheet, Curriculum Vitae and Selection Criteria to be sent directly through to jobs@act.gov.au  
Contact Officer: Laurel Rodrigues (02) 6142 2700 laurel.rodrigues@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**

### **South/Weston Network**

#### **Duffy Primary School**

##### **Learning Support Assistant**

##### **School Assistant 2/3 \$46,929 - \$57,225, Canberra (PN: 10467, several)**

Gazetted: 09 May 2019

Closing Date: 23 May 2019

Details: Duffy Primary is seeking highly motivated learning support assistants to work collaboratively within a team environment. The successful applicants will be required to provide personal, physical and educational support to students including students with additional needs and/or intellectual and/or physical disabilities.

Eligibility/Other Requirements: It is desirable that the successful applicants have qualifications or experience in one or more of the following: early childhood (preschool), autism spectrum disorder or supporting students with additional needs.

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: Please submit your resume, Application Coversheet and response to the Selection Criteria to jobs@act.gov.au.

Contact Officer: David Corcoran (02) 6142 2510 david.corcoran@ed.act.edu.au

## **Service Design and Delivery**

### **Student Engagement**

#### **Clinical Practice**

##### **Senior Psychologist**

##### **Senior Psychologist \$127,172, Canberra (PN: 35593)**

Gazetted: 10 May 2019

Closing Date: 28 May 2019

Details: ACT Education is seeking applications from Psychologists who have current experience and specific skills to fulfil the role of Senior Psychologist. The successful candidate will use their psychological expertise, evidence-based research, supervision and management skills to support the School Psychology Service. Senior Psychologists are spread across different clinical streams with functions associated with clinical work, professional learning,

support and development of psychology profession, management and supervision. 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: Applicants must have: full registration as a Psychologist with the Psychology Board of Australia or full registration as a Psychologist with the Psychology Board of Australia and Teacher registration with ACT Teacher Quality Institute. Minimum of three (3) years' experience as a fully registered Psychologist. It is desired the candidate is a Board Approved Supervisor. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available from 31 May 2019 for six months with possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit your application addressing the Selection Criteria, a copy of your current resume, details of two referees including your current Supervisor and a copy of your Psychology Board of Australia Certificate of Registration and Working with Vulnerable People card. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Tej Kaur (02) 6205 9555 [educlinicalpractice@act.gov.au](mailto:educlinicalpractice@act.gov.au)

### **School Performance and Improvement**

#### **Tuggeranong Network**

#### **Caroline Chisholm School**

#### **Executive Teacher - Student Engagement (Year 7-10)**

#### **School Leader C \$117,515, Canberra (PN: 02051)**

Gazetted: 15 May 2019

Closing Date: 29 May 2019

Details: Caroline Chisholm Senior Campus is looking for a highly motivated school leader to work as part of our year 7-10 student engagement professional learning community. Our positive school culture provides a strong foundation for quality learning, and student success in a wide range of areas. The successful applicant will need to have a solid understanding of how to support the academic, social and emotional development of students with a range of needs and be willing to work in a highly collaborative team environment. 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: 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). A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available until 27 January 2020.

How to Apply: Applications are written to the ACT School Leadership Capability Framework, with reference to the position statement that contextualises the advertised role. The application should include an Application Coversheet, Curriculum Vitae and a supporting statement of up to two pages and details of referees.

Contact Officer: Benjamin Hall (02) 6142 3550 [benjamin.hall@ed.act.edu.au](mailto:benjamin.hall@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**

#### **North Gungahlin Network**

#### **Campbell High School**

#### **SLC - Learning Studio and Professional Practice**

#### **School Leader C \$117,515, Canberra (PN: 02575)**

Gazetted: 14 May 2019

Closing Date: 28 May 2019



Details: Campbell High School is seeking Expressions of Interest for a School Leader C to lead our Learning Studio faculty and school-wide professional practice focus. We are looking for demonstrated ability to embed school-wide initiatives, respond to challenging situations, make decisions in line with school policy, and communicate effectively. Job Description: Contribute to achieving the priorities of the School Plan through implementing the school's Annual Action Plan (AAP); Lead curriculum development and pedagogy in the Learning Studio Faculty and promote inclusion support across the school; Develop positive relationships with students and families with additional learning needs to support communication, make adjustments and support social and academic wellbeing; Disability Education Coordination Officer (DECO)—build the school's capacity to meet the needs of students with disability in a range of settings across the school. Lead professional practice including planning and providing professional learning for teachers, professional learning teams, coaching and mentoring and curriculum guidance.

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). A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available from 22 July 2019 until 3 July 2020.

How to Apply: Applications should be written to the ACT School Leadership Capability Framework, with reference to the position statement that contextualises the advertised role. The application should include an Application Coversheet, a Curriculum Vitae and supporting statement of up to two pages.

Contact Officer: Steven Collins (02) 6142 1002 [steven.collins@ed.act.edu.au](mailto:steven.collins@ed.act.edu.au)

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

## **Service Design and Delivery**

### **Digital Strategy, Services and Transformation**

#### **Assistant Director, Business Teaching and Learning Systems**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 39754)**

Gazetted: 09 May 2019

Closing Date: 23 May 2019

Details: 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. Our ideal candidate takes ownership of issues and will demonstrate the ability to have an overall perspective on business issues, events, activities and an understanding of their wider implications and long-term impact in the education sector. You have high level leadership and financial, staff and project management skills, and a proven ability to provide strategic advice on information management, business applications, information and communication technology and online delivery utilising ITIL fundamentals and Prince2 methodology. 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. Extensive experience in managing ICT and business applications in an Education setting will be highly regarded. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available for a period of six 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: 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. Application Coversheet and 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: Jay Bellchambers (02) 6207 3006 jay.bellchambers@act.gov.au

### **Environment, Planning and Sustainable Development**

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

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

#### **Environment**

##### **Parks and Conservation Service**

##### **Parks and Partnerships**

##### **Ecologist**

##### **Professional Officer Class 2 \$83,135 - \$95,146, Canberra (PN: 37608)**

Gazetted: 14 May 2019

Closing Date: 30 May 2019

Details: The Environmental Offsets team is seeking a highly motivated Ecologist to support the delivery of the ACT Parks and Conservation Service environmental offsets program. The occupant of the position will specifically be required to plan and implement research commitments linked to approval conditions for developments pursuant to the *Commonwealth Environment Protection and Biodiversity Conservation Act*. This includes research on the ecology and management of matters of national environmental significance in grassland and woodland ecosystems. The position forms part of a high performance multi-disciplinary team. The successful applicant will need to have strong communication skills and be able to work in a dynamic team environment.

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

Eligibility/Other Requirements: Tertiary qualification in Ecology, Environmental Science, Natural Resource Management, or similar field is mandatory. Current manual driver's licence is essential.

How to Apply: Please email 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. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Clare McInnes (02) 6205 4680 [clare.mcInnes@act.gov.au](mailto:clare.mcInnes@act.gov.au)

#### **Environment**

##### **Conservation Research**

##### **Ecological Monitoring and Evaluation Officer**

##### **Professional Officer Class 2 \$83,135 - \$95,146, Canberra (PN: 42111)**

Gazetted: 14 May 2019

Closing Date: 28 May 2019

Details: Would you like to work in a dynamic science team in the Environment Division of ACT Government? We are looking for a committed, enthusiastic person to co-ordinate the development and implementation of ecological monitoring and evaluation programs within the Division. Working in the Conservation Research unit of the Environment Division this role will support evidence based conservation decision making. The successful applicant will drive the development and implementation of ecological monitoring and reporting. This will initially deliver the Conservation Effectiveness Monitoring Program (CEMP) and liaise with internal and external stakeholder to ensure ecological monitoring is integrated within an adaptive management framework for ecosystem management across the ACT. The role is primarily office-based but may occasionally be required to undertake ecological fieldwork in remote locations and under adverse weather conditions.

Eligibility/Other Requirements: A minimum of Bachelor-level university degree in a field of zoology, botany, environmental management or biological science, preferably including studies in ecology and conservation of terrestrial ecosystems. A current manual driver's licence. Willingness to undertake field work, work independently in remote locations, outside normal hours and in adverse weather conditions. Current Senior First Aid Certificate is

desirable (or a willingness to undertake training) as First Aid will be mandatory for field work. Other eligibility criteria are outlined in the selection documentation.

Note: This position is available from 1 August 2019. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please email an Application Coversheet, a written application addressing the Selection Criteria attached limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Julian Seddon (02) 6207 7757 [julian.seddon@act.gov.au](mailto:julian.seddon@act.gov.au)

## **Environment**

### **Parks and Conservation Service**

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

##### **Visitor Assist Volunteer Coordinator**

##### **Technical Officer Level 3 \$72,017 - \$81,387, Canberra (PN: 39095)**

Gazetted: 10 May 2019

Closing Date: 27 May 2019

Details: The ACT Parks and Conservation Service Volunteer and Visitor Experience team is looking for an experienced volunteer coordinator to join the dynamic team to lead the popular ParkCare Visitor Assist volunteer program. Are you: self-driven and a motivated team player; looking to work in the outdoors, in the beautiful Tidbinbilla Nature Reserve and Namadgi National Park; wanting to lead a team of passionate and experienced volunteers; ready to join a fantastic and committed team. Coordinating volunteer participation for ParkCare Visitor Assist will present you with challenges and problems to solve - but there are personal rewards of working with a fantastic group of volunteers in the great outdoors. We'll need you to be a great communicator, highly motivated, committed to doing a great job and willing to be flexible and responsive to the needs of your team and volunteers. We'll also need you to be well organised, able to work to tight deadlines and achieve outcomes under pressure. Your experience in a similar role will be highly regarded, but not essential.

Eligibility/Other Requirements: Essential requirements; be prepared to wear a uniform; Possess a manual drivers' licence; be prepared to work a roster including weekends and public holidays. Qualifications and experience other than prescribed Tertiary qualifications relevant to natural or cultural resource management and/or recreation or tourism management in protected areas are desirable but not essential.

Note: This position works to a 10/4 roster (10 days on, four days off), includes weekend work and is based at Tidbinbilla Nature Reserve. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please email to [jobs@act.gov.au](mailto:jobs@act.gov.au): 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: Patricia Swain (02) 6207 3857 [patricia.swain@act.gov.au](mailto:patricia.swain@act.gov.au)

## **Business Capability and Governance**

### **Governance, Compliance and Legal**

#### **Organisational Governance**

##### **Assistant Director, Organisational Governance**

##### **Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 37848)**

Gazetted: 15 May 2019

Closing Date: 22 May 2019

Details: We are looking for a motivated and experienced professional to join the Directorate's Governance, Compliance and Legal Services Branch. As part of the Branch's senior leadership group you will help us continue to build a positive learning environment that supports organisational performance and delivers better practice policies, procedures and business systems. We are seeking skilled communicators with experience in breaking down complex matters to provide clear, concise and robust advice across areas of organisational governance, performance and emergency management. While technical knowledge and/or professional experience across

these areas is advantageous, your success in motivating, engaging and mentoring a team to achieve results within a positive customer service culture is essential.

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

How to Apply: Please provide 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. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Richard Muir (02) 6205 4303 [richard.muir@act.gov.au](mailto:richard.muir@act.gov.au)

### **Justice and Community Safety**

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

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

#### **Human Rights Commission**

#### **Victim of Crime Commission**

#### **Victim Support**

#### **Provider Coordinator**

#### **Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 41591)**

Gazetted: 14 May 2019

Closing Date: 28 May 2019

Details: Victim Support ACT is seeking a highly motivated individual with excellent organisational skills to join the Victim Services team within the ACT Human Rights Commission. Duties of the Provider Coordinator include: Coordinating systems to ensure provider compliance with the Regulation; Manage client referrals to providers; Processing client attendance records and resolving issues associated with provider invoicing and payments; Developing and implementing a communication strategy for Victim Support's engagement with providers, including training and events; Organising and maintaining provider information, including on the Victim Support ACT Website; Maintaining accurate records of ACT and interstate provider information. Undertaking other duties appropriate to this level of classification which contributes to the operation of the section. The Coordinator work closely with multidisciplinary team members across Victim Support ACT seeking to deliver high quality, responsive services to clients. 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.

Note: This is a full-time, temporary position available from 1 July 2019 for a period of 12 months. Selection may be based on application and referee reports only.

How to Apply: See the attached role description for further information regarding duties and responsibilities. A response should be made to each Selection Criteria. Examples are included to assist applicants address the Selection Criteria. Please limit your response to two A4 pages in total.

Contact Officer: Carol Benda (02) 6207 8908 [carol.benda@act.gov.au](mailto:carol.benda@act.gov.au)

#### **ACT Corrective Services**

#### **Community Corrections and Release Planning**

#### **Community Operations**

#### **Administrative Assistant**

#### **Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 49900, several)**

Gazetted: 14 May 2019

Closing Date: 28 May 2019

Details: ACT Corrective Services (ACTCS) is seeking motivated and conscientious applicants to fill the positions of Administration Assistant within Community Operations. Administration Assistants provide administrative and clerical support across a range of Community Corrections and Release Planning business units. The successful

candidates will be the first point of contact for offenders and stakeholders. You will be interacting with offenders on a daily basis, delivering quality customer service in a high volume work environment. The successful candidates will also liaise with the Court and interpret complex information in Court documents in order to maintain systems that support workflow and compliance. You will monitor offender's compliance with community service work conditions and maintain records in relation to progress and non-compliance. You will also, manage manual and computerised records, accurately and securely, ensuring accessibility and confidentiality are maintained. To be successful, you will have the ability to think and act in a busy environment, possess excellent customer service and communication skills and a demonstrated ability to manage personal work priorities. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The successful candidates will be required to undergo a pre-employment police check. Current registration issued under the *Working with Vulnerable People Act 2011* is essential. Current driver's licence. Applicants may be required to undertake psychological aptitude testing as part of the assessment process.

How to Apply: Applicants are required to submit five items: (1) ACT Government Application Coversheet; (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) a copy of your current driver's licence. Please ensure you submit all five items

Contact Officer: Peter Kenna (02) 6207 1560 peter.kenna@act.gov.au

## **Corporate**

### **Office of the Chief Operating Officer**

#### **Communications, Engagement and Media**

#### **Director, Communications, Engagement and Media**

#### **Senior Officer Grade A \$143,116, Canberra (PN: 43152)**

Gazetted: 15 May 2019

Closing Date: 22 May 2019

Details: The Justice and Community Safety Directorate (JACS) is seeking applications for a temporary vacancy for the role of Director Communications, Engagement and Media. The Communications, Engagement and Media unit leads the directorate's efforts to deliver high quality communications and engagement opportunities, to ensure the community is informed and engaged, as well as responding to media outlets and the creation of media material during Legislative Assembly sitting periods. The Director Communications, Engagement and Media coordinates and facilitates the directorate's communications, engagement, media and public information activities. This includes the provision of high quality and responsive public information for government initiatives, and acting as media spokesperson when required. The position works collaboratively with Ministers' offices, the JACS Director-General, other Executives and officer across the directorate, ACTPS and other stakeholders. Responsible for communications for the directorate, the Director, Communications, Engagement and Media will have oversight of strategic and operational communications, public information and media services for business units as diverse as legislation, policy and parliamentary drafting through to corrective services and the ACT Courts and Tribunal. The position requires outstanding leadership, relationship management, strategic, and communications skills. Additionally, this position requires a good understanding of ACT Government processes and reporting frameworks, and very strong organisational skills. The successful candidate will possess strong stakeholder engagement abilities and highly effective collaboration skills.

Note: This is a temporary position commencing early June 2019 and is available until early August 2020. 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 application, a one to two page pitch addressing the Professional/Technical Skills and Behavioural Capabilities, an Application Coversheet, a current Curriculum Vitae and the name and contact details of two referees.

Contact Officer: Moira Crowhurst (02) 6207 8420 moira.crowhurst@act.gov.au

## **ACT Corrective Services**

### **Executive Support and Governance**

#### **Governance and Coordination Team**

**Team Leader, Governance and Coordination**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 38296)**

Gazetted: 10 May 2019

Closing Date: 24 May 2019

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Team Leader, Governance and Coordination, Executive Support and Governance. The successful applicant will be managing the Governance and Coordination team and be responsible for the efficient management of coordination functions across the agency. You will also act as the ACTCS single point of contact with the Inspector of Corrective Services and his office. In addition, you will establish and maintain effective working relationships with both internal and external stakeholders including interstate jurisdictions, organisations and community groups. You will also prepare complex reports, correspondence and submissions for consideration by the Executive, Directorate and/or Government. Further to this, you will provide high level advice to the ACTCS Executives, the Directorate Executives and the Minister on strategic issues impacting ACT Corrective Services. You will also ensure systems are in place to manage delegation requirements across ACTCS. To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders, in addition to demonstrating strong leadership and management qualities. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The successful candidate may be required to undergo a Police Check. Current Driver's Licence is essential.

How to Apply: Applicants are required to submit five items: 1) ACT Government Application Coversheet; 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) a copy of your current Driver's Licence. Please ensure you submit all five items to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Ximena Nikias (02) 6207 3979 [ximena.nikias@act.gov.au](mailto:ximena.nikias@act.gov.au)

**Office of the Legislative Assembly**

**Parliamentary Support**

**Committee Support**

**Senior Research Officer**

**Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 256)**

Gazetted: 14 May 2019

Closing Date: 28 May 2019

The Office of the Legislative Assembly (OLA) is seeking to temporarily fill a Senior Research Officer position within the Committee Support office. This is a unique opportunity for a skilled and experienced applicant who wants to be challenged by a busy and dynamic work environment. The Senior Research Officer role is to undertake detailed and complex research and analysis, contribute to the drafting of committee reports and provide assistance to committee operations. The Senior Research Officer will liaise with Members of the Legislative Assembly and their staff, public servants and key officials from various organisations, departments and agencies. As such, high-level communication skills, including the ability to exercise tact and judgement, are essential in this position. He/she must also demonstrate well-developed research, analytical and writing skills and the ability to work to consistently high standards.

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

Contact Officer: Hamish Finlay 6205 0129 [hamish.finlay@parliament.act.gov.au](mailto:hamish.finlay@parliament.act.gov.au)

Applications can be forwarded to: [OLARecruitment@parliament.act.gov.au](mailto:OLARecruitment@parliament.act.gov.au)

**Transport Canberra and City Services**

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

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

**City Services**

**Capital Linen Service**

**Business Manager**

**Senior Officer Grade A \$143,116, Canberra (PN: 18920)**

Gazetted: 09 May 2019

Closing Date: 23 May 2019

Details: Capital Linen Service (CLS) is a self-funded Government Business Enterprise which provides a managed linen service to a wide range of clients in the ACT, which include public and private hospitals, health and aged care providers, hotels, restaurants, major tourist attractions, educational institutions and emergency services.

Reporting directly to the Executive Branch Manager in a second in command (2IC) capacity, the Business Manager provides oversight and support in a broad range of organisational functions. The role requires the knowledge of and the effective management of staff spread across finance, legal, procurement and contract management, customer service and workforce management. The position is extremely diverse and requires extensive commercial business and financial management experience and qualifications. The occupant will be required to draw on experience within a commercial business environment to identify risks and opportunities and progress business strategies within viability and profitability constraints.

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

How to Apply: Applicants should submit an Application Coversheet, a resume and a summary of their claims against the Selection Criteria for the position. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Daniel Childs (02) 6213 3204 [daniel.childs@act.gov.au](mailto:daniel.childs@act.gov.au)

**City Services**

**City Presentation**

**Domestic Animal Services**

**Ranger in Charge**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 43849)**

Gazetted: 13 May 2019

Closing Date: 29 May 2019

Details: An opportunity exists for a Senior Ranger in Charge position at Domestic Animal Services (DAS). DAS is responsible for matters relating to public and animal safety, registration requirements of animals, issuing of special licences, patrolling of public spaces, animal welfare and the promotion of responsible pet ownership. The Ranger in Charge will be based at the Mugga Lane Animal Shelter in Symonston and will be responsible for the day to day operations and maintenance of the Domestic Animal Services facility. This will involve managing a team of people responsible for ensuring the health and welfare of all animals within the facility is maintained, as well as regulatory and compliance matters under the *Domestic Animals Act 2000 and Animal Welfare Act 1992*. The Ranger in Charge will report to and support the Director, Domestic Animal Services. The primary duties and responsibilities include: manage the day to day operations of the Domestic Animal Services (DAS); provide coaching, guidance and support to the DAS team to ensure knowledge of and compliance with relevant legislative, guidelines and processes; allocate and monitor the completion of tasks to ensure high quality outcomes are achieved; ensure the health and welfare of all animals housed at DAS is maintained and prompt veterinary treatment is facilitated, if required; maintain the DAS staffing roster to ensure the facility is adequately staffed to meet operational requirements; manage the ordering, receipt and storage of equipment and supplies; contribute to the implementation of the DAS Volunteers program; contribute operational information and recommendations to inform strategic plans, policies and procedures concerning Domestic Animal Services. The successful applicant will also support the Director, DAS to prepare complex briefings through the provision of advice, data, correspondence and reports.

Eligibility/Other Requirements: The successful applicant must have well developed people management skills including the ability lead and manage a team in a fast paced operation environment.

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

How to Apply: Please submit the Application Coversheet, your resume and application demonstrating your experience against the Selection Criteria in the attached Position Description (no more than two pages).

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

Contact Officer: Jamie Morgan (02) 6207 2253 [jamie.morgan@act.gov.au](mailto:jamie.morgan@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.

## **Canberra Health Services**

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

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

### **Clinical Services**

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

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

#### **Children's Community Clinical Nurse Consultant**

#### **Registered Nurse Level 3.2 \$119,122, Canberra (PN: 43918)**

Gazetted: 16 May 2019

Closing Date: 29 May 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.

Overview of the work area and position

The Central Regional Team is motivated, ambitious and has a great workplace culture. We are looking for the right person to join us as the Children's Clinical Nurse Consultant (CNC). This new CNC position is responsible for the clinical leadership of the Healthcare Access at School (HAAS) Program and the Children's Asthma Education Service. This role requires a registered nurse with extensive experience in both paediatrics and primary health care who also has strong interpersonal skills, embraces change and enjoys working within a small team environment and with multiple stakeholders. You will be working closely with and be supported by the Central Team Manager. Healthcare Access at School (HAAS) provides nurse-led care to students with complex or invasive health care needs while they are at any ACT Government school from pre-school through to college. This is collaboration between CHS and the Education Directorate. The RN completes a full health needs assessment and develops a healthcare plan in partnership with the parents and other health providers as needed. School staff are then trained in the health tasks that are required in order for the student to attend school safely and are assessed by the RN as competent. The RN provides ongoing support to the student, school and parents.

The Children's Asthma Education Service provides children, young people and families with asthma education and support to increase their understanding of asthma and its management. This knowledge empowers families to manage asthma symptoms early which improves the long term health of the child, decreases school absenteeism and reduces the need for hospitalisation. The asthma educators provide information on:

Symptoms

Trigger factors

Spirometry

Devices used to deliver medication

Combining sport with asthma

Emergency management

Asthma action plans

The service works closely with GPs, paediatricians, specialists, hospital staff and the ACT Asthma Foundation. This service provides education on asthma management to CIT child care students, ANU medical students, the ACT Ambulance service, TCH Paediatrics and ED. They provide community based education to children and young people and their families through booked sessions at major community health centres.

Eligibility/Other Requirements:

Mandatory:

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

Current driver's license.

Desirable:

Tertiary qualifications in Paediatric Nursing

Asthma Nurse Educator qualification

Primary Health experience in a community setting

Family partnership training



Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious disease for Category A

Note

This is a part-time temporary position is available at 32 hours per week and the full-time salary noted above will be paid pro-rata. This position is based in 1 Moore Street CIVIC. This is a temporary position available for two years.

Contact Officer: Carolyn Thomas (02) 5124 1631 carolyn.thomas@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Medical**

#### **Research Nurse-ANU Grand Challenge Project**

#### **Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 43200)**

Gazetted: 16 May 2019

Closing Date: 23 May 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.

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.

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:

This position requires the research co-ordinator to work across both Canberra Health Services and ANU campuses working within the Grand Challenges Team (Our Health in Our Hands (OHIOH)). The role involves working within a multidisciplinary team comprising researchers, medical, nursing and allied health professionals.

The Research Co-ordinator role requires the ability to provide appropriate skilled clinical assessment and co-ordination of research activities for clients with diabetes.

The Research Co-ordinator will be responsible professionally to the Senior Nurse Clinician of the CHS Diabetes Service and operationally to Prof Christopher Nolan, Senior Specialist in Endocrinology, Canberra Health Services and Diabetes Cohorts Lead Investigator, OHIOH.

Eligibility/Other Requirements

Mandatory:

Registered or eligible for registration as a Nurse/Midwife with the Australian Health Practitioner Regulation Agency (AHPRA).

Hold a current driver's licence.

Desirable:

Holds or working towards a relevant Post Graduate qualification in Clinical Nursing Research is highly desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

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

Note

This is a part-time temporary position available for three years at 24 hours per week and the full-time salary noted above will be paid pro-rata. The position will involve work in a variety diabetes areas and locations within Canberra Health Services and the ANU campus.

Contact Officer: Chris Nolan (02) 5124 5311 [chris.nolan@act.gov.au](mailto:chris.nolan@act.gov.au)

### **Clinic Services**

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

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

#### **Registered Nurse Audiometrist**

#### **Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 31305)**

Gazetted: 16 May 2019

Closing Date: 30 May 2019

Details: [About us](#)

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

Overview of the work area and position

Are you a Registered Nurse with post graduate qualifications in Audiometry? Would you like to work with children? If so you may be interested in a permanent part time, two days per week, position with the Community Health Programs. Work hours are 0830 to 1700hrs and there is some flexibility regarding which two days you would work. You will be working with an experienced and friendly team of Registered Nurses in the Audiometry Unit at Belconnen Community Health Centre.

The service provides a full hearing assessment to children from 18 months to 18 years at no cost to the family. Families are given information about their child's hearing, and provided with education and health promotion around hearing health. Appropriate referrals are put in place where required.

If you would like to discuss this opportunity please call the contact officer who will be happy to provide you with more information.

Eligibility/Other Requirements:

Mandatory:

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

Tertiary qualifications or equivalent in Audiometry Nursing or Audiology.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious disease for Category A

Note

This is a part-time permanent position available at 16 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Carolyn Thomas (02) 5124 1631 [carolyn.thomas@act.gov.au](mailto:carolyn.thomas@act.gov.au)

### **Special Purpose Accounts**

#### **Resources**

#### **Other Research**

#### **Cardiology Clinical Trials Coordinator**

#### **Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 44149)**

Gazetted: 16 May 2019

Closing Date: 29 May 2019

Details: [About Us](#)

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

Overview of the work area and position

The Cardiology Clinical Trials Coordinator provides key support to and coordination of clinical research projects undertaken by the Cardiology Department of Canberra Hospital. The projects will vary and may involve the evaluation of interventional therapies in randomised controlled trials. The main responsibilities of the Cardiology

Clinical Trials Coordinator will be to act as the “key” person for all aspects of planning, conduct, implementation, and management of a clinical trial including ethics approvals, and contractual and regulatory management and supervision of other clinical trial staff.

Eligibility/Other Requirements

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

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

Note

This is a part-time temporary position available at 24 hours per week and the full-time salary noted above will be paid pro-rata. This position is available for 12 months with the possibility of extension.

Contact Officer: Rajeev Pathak (02) 5124 7943 rajeev.pathak@act.gov.au

## **Clinical Services**

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

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

##### **School Youth Health Nurse**

##### **Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 41583, several)**

Gazetted: 16 May 2019

Closing Date: 31 May 2019

Details: About Us

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

Overview of the work area and position

School Youth Health Nurses are experienced Registered Nurses who have specialised in adolescent health. School Youth Health Nurses provide trauma informed care; working with a preventative focus including early identification, brief intervention and harm minimisation. The program provides individual consultations, small group work, supports teachers with the health curriculum, and supports whole school health promotion.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

- A minimum of four years' experience working in adolescent health
- Qualifications in Youth Health, Mental Health and/or Adolescent Health

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

- Undergo a pre-employment Police check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious disease for Category A

Note:

The positions are based in allocated ACT Government Secondary Schools, with one day per week working in the City Health Centre, at 1 Moore Street, Canberra City (Wednesday). There is one full time and one part time (three days) position available. The salary noted above will be paid pro rata for the part-time position. Standard hours for the positions are 0800 to 1630 Monday to Friday of the school term only. These positions are covered under Schedule 4 of the *ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017- 2019*. The rate of pay is at 88% of the rate paid to an equivalent employee. This rate of pay takes into account the nurse not attending work during school holidays (school term breaks).

Contact Officer: Carolyn Thomas (02) 5124 1631 carolyn.thomas@act.gov.au

## **Clinical Services**

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

#### **Justice Health Services**

### **Population Health - Custodial Health**

#### **Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 29145, several)**

Gazetted: 16 May 2019

Closing Date: 30 May 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 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.

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

Justice Health Primary Health Team is a part of Justice Health Services (JHS) within the Division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS). JHS is a contemporary evidence based service providing high quality care. The Primary Health Team provides high quality primary healthcare to people located within the Alexander Maconochie Centre (AMC), Symonston Detention Centre and young people at Bimberi Youth Justice Centre (BYJC). It is expected that you will complete induction assessments, planning, implementing and discharge care of clients using a collaborative primary health care model within a custodial setting. You will be required to work at various JHS sites and provide nursing care to people accessing healthcare at Hume Health Centre, Bimberi Youth Justice Centre and the Symonston Detention Centre. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Registered Nurses Level 1 and Enrolled Nurses. You will also be responsible for a portfolio that has delegated in agreement with the CNC and ADON.

Eligibility/Other Requirements

Mandatory:

Be registered as a Division 1 Nurse with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

Current driver's licence

Holds or is working towards post-graduate nursing qualifications and/or has demonstrated advanced clinical knowledge, skills and experience in Custodial Health or Primary Health.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Note

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

Contact Officer: Amanda Chase (02) 6205 3372 amanda.chase@act.gov.au

### **Clinical Services**

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

#### **Adult Community Mental Health Services**

#### **Clinical Manager**

#### **Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 41720)**

Gazetted: 16 May 2019

Closing Date: 23 May 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.

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

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

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

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

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

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including 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 (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the work area and position

The nursing position is based in the Gungahlin Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). Nursing staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsivity 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 in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements

**Mandatory:**

Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Current driver's licence.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment Police check.

**Note**

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

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

**Clinic Services**

**Clinic Support Services**

**Pharmacy - Canberra Hospital**

**Pharmacist in Charge - University of Canberra Hospital**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 19647)**

Gazetted: 16 May 2019

Closing Date: 29 May 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.

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

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

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.

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

The Medical Services Division (MSD) provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. MSD encompasses a mix of disciplines, including:

Pharmacy.

Biomedical Engineering.

Acute Support Services

Medical Physics and Radiation Engineering.

Nursing Operational Support

Overview of the work area and position:

The University of Canberra Hospital (UCH) Pharmacy falls under the umbrella of CHS Pharmacy Department. CHS Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff.

The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

The UCH is a purpose built rehabilitation hospital with 140 beds (rehab and mental health rehab), and a number of day programs. The UCH operates with a supported self-managed medication model of care.

Qualifications/Other Requirements

**Mandatory:**

Be registered (or eligible to be registered) as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA).

Masters level postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or working towards with extensive clinical pharmacy experience deemed equivalent

Desirable:

SHPA membership

Membership linked to this area of specialty

Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or working towards with substantial clinical pharmacy experience deemed equivalent.

Publication in peer reviewed journals.

Prior to commencement successful candidates may be required to:

Undergo a pre-employment Police check.

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

Comply with CHS credentialing requirements for allied health professionals.

Comply with CHS Occupational Assessment, Screening and Vaccination policy.

Note

The position holder will also integrate into the CHS Pharmacy team and will provide a range of pharmacy services on weekends, after hours and public holidays as rostered, including on call. You could be needed to work across multiple CHS sites.

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

## **Clinical Services**

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

#### **Adult Community Mental Health**

##### **Therapist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 43845)**

Gazetted: 16 May 2019

Closing Date: 30 May 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.

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

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

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

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including 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 (CAMHS)

- Justice Health Services, and
- Rehabilitation and Specialty Mental Health Services

#### Overview of the work area and position

The Therapist (psychological interventions) position is based in the Therapies Team of the Adult Community Mental Health Services (ACMHS) program area. The key function of the Therapies Team is to provide high-intensity, evidence-based psychological and psychosocial interventions to people, including psychological interventions, family-based interventions, and functional and occupational interventions. The Therapies Team aims to maximize the application of concentrated psychological and psychosocial interventions and enhance available treatment options for people who are clinically managed by a Community Recovery Service (CRS). As a function established under the ACMHS Model of Care, the Therapies Team provides targeted interventions that are unavailable elsewhere in the ACT and which are based on highest need within the ACMHS population.

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. Allied Health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

The successful applicant of the HP3 Therapist position is responsible for conducting skilled clinical assessments and delivering high-intensity psychological interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically-related staff (such as Allied Health Assistants).

The position will report operationally to the HP4 Team Leader of the Therapies Team. Professional governance of this position will come from the relevant Discipline Principal (MHJHADS).

#### Eligibility/Other Requirements

##### For Psychology

###### Mandatory:

Hold General Registration with the Psychology Board of Australia.

Minimum of three years (ideal five years) post qualification.

###### Desirable:

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

Current driver's licence.

##### For Social Work

###### Mandatory:

Degree in Social Work.

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

Registration under the *ACT Working with Vulnerable People Act 2011*.

Minimum of three years (ideal five years) post qualification.

###### Desirable:

Current driver's licence.

Accreditation as a Mental Health Social Worker with the AASW.

##### For Occupational Therapy

###### Mandatory:

Hold registration with the Occupational Therapy Board of Australia.

Professional membership or eligibility for professional membership of Occupational Therapy Australia (OTA).

Minimum of three years (ideal five years) post qualification.

###### Desirable:

Current driver's licence.

Endorsement as a Better Access to Mental Health Occupational Therapist with OTA.

Prior to commencement successful candidates will be required to:

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals,

Comply with Canberra Health Services occupational screening requirements related to immunisation, and

Undergo a pre-employment Police check.

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

Note



This is a temporary position available for a period of 12 months with the possibility of extension. This is a part-time temporary position available at 22.02 hours per week and the full-time salary noted above will be paid pro-rata. Contact Officer: Nikki O'Dwyer (02) 5124 1750 nikki.o'dwyer@act.gov.au

**Clinical Services**

**Medicine**

**Acute Support Service**

**Social Worker**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 18354)**

Gazetted: 16 May 2019

Closing Date: 27 May 2019

Details: About us

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

Overview of the Work Area and Position

The Acute Allied Health Services 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.

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,

Membership or eligibility for membership of the Australian Association of Social Workers,

Be registered under the *Working for Vulnerable People Act*.

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

Desirable:

Current driver's license

Previous hospital or health experience

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Comply with ACT Health credentialing requirements for allied health professionals.

Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note

This is a temporary position available for six months from 1st July 2019.

Contact Officer: Nancy Jacobs (02) 5124 2316 nancy.jacobs@act.gov.au

**Clinical Services**

**Clinical Support Services**

**Logistics Support**

**Finance and Administration Officer**

**Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 43869)**

Gazetted: 16 May 2019

Closing Date: 29 May 2019

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.

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

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

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

Overview of the work area and position:

Logistic Support Services is a section within Infrastructure and Health Support Services (I&HSS). The function of the Logistic Support Services includes Domestic and Environmental Services, Food Service, Sterilising Services, and Supply.

Supply Services provides clinical products to the Health Services in ACT, primarily being Canberra Hospital, as well as warehousing and distribution of the products.

This position provides high level administrative support and reports directly to the Senior Manager and Supply Team. The position is responsible for overseeing the day-to-day rostering (Proact) to meet operational requirements in accordance, Infection Control guidelines the Quality Management System, Work Place Safety (WPS) and Canberra Health Services policy and procedures.

Eligibility/Other Requirements:

*Mandatory:*

A current driver's licence

*Highly Desirable:*

Experience in government administration, finance, human resources, ICT systems including HPRM and SharePoint.

*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 a period of 12 months with the possibility of extension and/or permanency. The successful candidate will be required to work within the Administrative office of Supply Services at Mitchell. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Jacqueline Williams (02) 5124 3100 jacqueline.williams@act.gov.au

## **Clinical Services**

### **Surgery and Oral Health**

#### **Surgical Administration**

##### **Administration Manager**

##### **Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 23605)**

Gazetted: 16 May 2019

Closing Date: 23 May 2019

Details: About us

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

The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging 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, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

#### Overview of the work area and position

The Administration Manager is responsible for managing the day to day operations of the administrative staff to achieve a high quality, consistent consumer focused administrative support within the Division of Surgery and Oral Health, as well as supporting the Operations Manager – Administration.

Under general direction you will play a key role in day-to-day human resource management of staff including assisting with mandatory training, approval of flex and leave and recruitment of staff.

#### Qualifications and experience

Desirable:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note

This is a temporary position available for three months with possibility of extension. Selection may be based on application and referees only.

Contact Officer: Shannon Dougan (02) 5124 3207 shannon.dougan@act.gov.au

### **Clinical Services**

#### **Medicine**

#### **Medical**

#### **Office Manager - Diabetes and Endocrinology Service**

#### **Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 21798)**

Gazetted: 16 May 2019

Closing Date: 23 May 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.

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

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

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.

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

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

#### Overview of the work area and position

Endocrinology is the study of hormone-producing (endocrine) glands and the diagnosis and treatment of endocrine disorders, including diabetes. Canberra Health Services Diabetes Service is a multidisciplinary team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community based locations within the ACT. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes.

Applications are sought to fill the Office Manager role for the Endocrinology Department. This position provides administrative support to the Department across various locations. The office manager will work with the

department's multidisciplinary teams, lead improvement projects and work effectively with internal and external stakeholders across various functions and assist in providing high level customer service and ambulatory services. The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, initiative, critical thinking and common sense.

**Eligibility/Other Requirements**

**Desirable:**

Knowledge and experience with ACT Health information management systems, including ACTPAS, CRIS and the ACTH Clinical Portal

Experience with medical terminology and typing

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Comply with ACT Health occupational screening requirements related to immunization

**Note**

This is a temporary position for 12 months with possibility of extension and/or permanency. Selection may be based on written application and referee report only.

Contact Officer: Marilyn Hines (02) 5124 5117 marilyn.hines@act.gov.au

**Clinical Services**

**Critical Care**

**Emergency**

**Registered Nurse, Emergency Department**

**Registered Nurse Level 1 \$66,185 - \$88,410, Canberra (PN: 40517)**

Gazetted: 16 May 2019

Closing Date: 31 May 2019

Details: About us:

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

Canberra Hospital and Health Services 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.

Canberra Health Services 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).

**Overview of the work area and position**

Canberra Hospital's ED 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.

Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within ACT Health. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

**Eligibility/Other Requirements**

**Mandatory:**

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

Desirable:

A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field,

Or

(b) A registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

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

Note

This is a temporary position available from 30 June 2019 to 30 June 2020 with possibility of extension.

Contact Officer: Jennifer Rochow (02) 5124 3753 [jennifer.rochow@act.gov.au](mailto:jennifer.rochow@act.gov.au)

### **Clinical Services**

### **Clinical Support Services**

### **Logistics Support**

### **Patient Services Supervisor**

### **Health Service Officer Level 8 \$64,188 - \$67,825, Canberra (PN: 33513)**

Gazetted: 16 May 2019

Closing Date: 29 May 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.

Overview of the work area and position: The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of CHS Services north and south of Canberra.

The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for CHS and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration

Operation Support Services - Food preparation and Food Production

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

Cafeteria – Food, meals and drinks for staff and guests

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

External sites, Dhulwa and other Community Centres

Eligibility/Other Requirements

Highly Desirable:

Industry recognized qualifications

Food Safety Certificate

Current driver's licence

Desirable:

Minimum five years relevant food service supervisory experience highly desired

Relevant experience in Microsoft Office applications

Relevant food service IT systems

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency.

This position is 38 hours per week on a rotating roster with weekends.

Contact Officer: Andreas Seibold (02) 5124 3933 [andreas.seibold@act.gov.au](mailto:andreas.seibold@act.gov.au)

## **Clinical Services**

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

#### **Justice Health Services**

##### **Office Manager - Forensic Mental Health**

##### **Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 26029)**

Gazetted: 16 May 2019

Closing Date: 24 May 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 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.

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**

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

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

Rehabilitation and Speciality Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

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

Justice Health Services is part of the Mental Health, Justice Health and Alcohol & Drug Services. Justice Health Services (JHS) provides high quality primary and forensic mental health care and people can access these services through City Health Centre, Alexander Maconochie Centre (AMC), and young people at Bimberi Youth Justice Centre (BYJC). You may be required to work at various JHS sites providing administrative support including front office duties.

As the Office Manager you will report to the Senior Manager, Forensic Mental Health Services and be expected to provide high level administrative support to the clinical staff of all the teams in the Program with a focus on providing quality customer service to mental health consumers.

#### **Eligibility/Other Requirements**

Desirable:

Proficient in the Microsoft Office Suite

Desirable:

Knowledge and experience in the use of relevant medical terminology.

Understanding and experience in dealing with persons affected by mental illness.

Current drivers licence.

Knowledge of Canberra Health Services internal software packages

Prior to commencement successful candidates will be required to:  
Undergo a pre-employment Police check.  
Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.  
Contact Officer: Tegan Murray (02) 5124 1813 [tegan.murray@act.gov.au](mailto:tegan.murray@act.gov.au)

## **Clinical Services**

### **Rehabilitation Aged and Community Care**

#### **Community Care Program**

#### **Occupational Therapist**

#### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 20650)**

Gazetted: 16 May 2019

Closing Date: 28 May 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 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.

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

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

RACS services work collaboratively with the individuals, his/her carers and other services within and external to CHS.

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

Community Care Occupational Therapy services are offered from community health centres and in patient homes across the ACT. The service provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care Occupational Therapy also provides services for the National Disability Insurance Scheme (NDIS) participants as well as Commonwealth Home Support Program (CHSP) clientele.

The Occupational Therapist role is responsible for the provision of high quality Occupational Therapy services, clinical assessments and interventions to the ACT community. Promoting positive client outcomes through the provision of high quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

#### **Eligibility/Other Requirements**

##### **Mandatory:**

Be registered or eligible for registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Current Drivers licence.

##### **Desirable:**

Previous experience as an Occupational Therapist within a Community setting.

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.

Comply with ACT Health credentialing and scope of clinical practice requirements for Allied Health Profession.

Note

This recruitment round is for a permanent vacancy. Applications from this recruitment process may be used for a merit pool to fill permanent or temporary identical positions within the next 12 months. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in CHS facilities, the person occupying this position will be required to comply with CHS credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Contact Officer: Belinda Renzi (02) 5124 1212 belinda.renzi@act.gov.au

## **Clinical Services**

### **Surgery and Oral Health**

#### **Surgical Wards**

#### **Orthoptist**

#### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 43577, several)**

Gazetted: 16 May 2019

Closing Date: 29 May 2019

About us

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

Overview of the work area and position

The multidisciplinary outpatient Ophthalmology team at Canberra Hospital comprises of Orthoptists, Nurses, Staff Specialist Ophthalmologists, Visiting Medical Officers (VMO's) and Ophthalmology Registrars. It is responsible for the coordination and delivery of ophthalmic health care in the ACT. We provide all emergency eye services for the territory, and non-emergency corneal, retinal, paediatric and neuro-ophthalmic clinics. Cataract surgery, and non-retinal eye surgery is performed at Calvary hospital. We aim to ensure effective and efficient patient care is provided in line with CHS values.

Eligibility/Other Requirements

Mandatory:

Eligibility for membership of the Orthoptist Board of Australia. Tertiary qualifications or equivalent are required.

Minimum of 12 months clinical experience as a qualified Orthoptist.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Comply with CHS credentialing requirements for allied health.

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

Note

These are Temporary positions available for a period of three months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. Requests for part-time hours may be considered.

Contact Officer: Barb O'Brien (02) 5124 5870 barbara.o'brien@act.gov.au

## **Clinical Services**

### **Pathology**

#### **Cytogenetics**

#### **Scientist, Diagnostic Genomics**

#### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 21288)**

Gazetted: 16 May 2019

Closing Date: 31 May 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 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.

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

ACT Pathology is a department of Canberra Health Services offering a diagnostic pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and the branch laboratory is located at the Calvary Hospital.

Overview of the work area and position:

The Diagnostic Genomics Department is a multidisciplinary laboratory performing conventional cytogenetics and microarray techniques, Fluorescence In Situ Hybridisation (FISH) and molecular genetic techniques for the investigation of constitutional and somatic (oncological) abnormality. Our laboratory services Canberra and the surrounding region. The team is led by the Chief Scientist and comprised of two Health Professionals Level 3 (HP3), four Health Professionals Level 2 (HP2) and one Technical Officer (TO1).

This position offers an opportunity, under the direction of the Chief Scientist and supervising scientists of Diagnostic Genomics, to be part of a dynamic team that provides a comprehensive Diagnostic Genomics service.

Eligibility/Other Requirements:

Mandatory:

A degree in Medical Laboratory Science or equivalent relevant qualifications.

Minimum 12 months relevant medical laboratory experience.

Desirable:

Previous experience in cytogenetics and/or human molecular genetics would be advantageous.

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

Undergo a pre-employment Police check

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

Note:

The position being recruited to will require participation in shift work, after-hours work and out-of-hours rosters. The successful applicant must be able to work as the sole practitioner on rostered shifts, including public holidays and overtime as required. Applicants should contact the laboratory for the details of current shifts.

Contact Officer: Fiona Webb (02) 5124 3449 [fiona.webb@act.gov.au](mailto:fiona.webb@act.gov.au)

## **Clinical Services**

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

#### **Rehab and Specialty Mental Health Service**

#### **Occupational Therapy, Psychology or Social Work**

#### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 21884)**

Gazetted: 16 May 2019

Closing Date: 30 May 2019

Details: [About us](#)

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

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 CHHS which includes ensuring the

delivery of Canberra Health Services Quality Strategy and government priorities, and aligning them with Canberra Health Services Territory Wide Services Framework.

Canberra Hospital and 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 ACT Health 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.

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

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

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS), and

Justice Health Services

Overview of the work area and position

The Older Persons Mental Health Community Team is a specialist mental health assessment and care service for people over the age of 65 years who have, or are suspected of having, a complex mental illness. The multidisciplinary team works within a clinical management model to provide mental health assessment and treatment services within a recovery framework. The Team consists of three sub-teams, the Assessment Team, the Clinical Management Team and the Intensive Treatment Service.

The Assessment Team is responsible for the management of referrals, providing initial assessments, clarification of treatment goals and short term treatment. The Clinical Management Team provides longer term follow up to people who present with moderate to severe complexities. The Intensive Treatment Service provides a home based service to people who are in an acute phase of their mental health condition, as an alternative to a mental health inpatient admission.

This is a clinical position that will sit within any the three sub teams providing direct person-centred care. At this level the HPO2 will provide mental health services to people who present with moderately complex mental health conditions, including the provision of sound assessment, recovery planning, clinical coordination and therapeutic interventions to achieve sound outcomes for people. The HPO2 will contribute their expertise to the multidisciplinary team, provide supervision to staff at Levels HPO 1 and participate in quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements

Mandatory:

Applicants must have at least 12 months paid, professionally relevant work and have completed all other relevant professional requirements.

For professionals bound by professional registration, all registration requirements must be fulfilled and registration awarded.

Current driver's licence.

For Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy

Registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA)

Eligibility for professional membership of Occupational Therapy Australia.

For Psychology:

Registration or eligibility for general registration with Australian Health Practitioner Regulation Agency (AHPRA)

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals.

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

Note

This is a temporary position available for a period of 10 months.

Contact Officer: Kylie Henson (02) 5124 1980 [Kylie.Henson@act.gov.au](mailto:Kylie.Henson@act.gov.au)

## **Clinical Services**

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

**Adult Community Mental Health Services**

**Health Professional - Social Worker, Occupational Therapist, Psychologist**

**Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 23743)**

Gazetted: 16 May 2019

Closing Date: 23 May 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.

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

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including 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 (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Justice Health Services

Overview of the work area and position

This exciting temporary opportunity is based with Home Assessment and Acute Response Team (HAART) a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS).

The ACMHS provide services for people aged over 18 years and has 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.

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

HAART operates an extended hour's service, operating seven days a week and the position holder will be required to work a rotating roster including morning, evening shifts, on call arrangements and public holidays.

The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing severe and enduring mental illness and complex needs. 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 with the team 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.

HP2: Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

For Psychology:

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

HP2: Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service

For Social Work:

Degree in Social Work

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

Registration under the *ACT Working with Vulnerable People Act 2011*

HP2: Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service

Current Passenger Vehicles Driver's License

Prior to commencement successful candidates will be required to:

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

Comply with ACT Health occupational screening requirements related to immunization.

A current registration issued under the *ACT Working with Vulnerable People Act 2011*; and

Undergo a pre-employment Police check.

Note

This is a temporary position available for an immediate start for nine months.

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

## **Clinical Services**

### **University of Canberra Hospital**

#### **Rehabilitation Aged and Community Care (RACC)**

#### **Occupational Therapist**

#### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 22995, several)**

Gazetted: 16 May 2019

Closing Date: 31 May 2019

#### About us

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

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

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 Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Services; Mental Health and 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.

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 Canberra Health Services 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.

#### Overview of the work area and position

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

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

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

#### Eligibility/Other Requirements

##### Mandatory:

Tertiary qualifications (or equivalent) in Occupational Therapy.

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

Current Drivers Licence.

##### Desirable:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

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

Comply with CHS credentialing and scope of clinical practice 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.

**Note**

There are a variety of positions available that will be filled either on a Permanent full-time or temporary full-time/part-time basis. Successful applicants will be required to participate in overtime, on call and/or rotation roster. The successful candidate will be expected to rotate through other services and locations within RACC. Contact Officer: Jane Lawrence (02) 6207 0658 jane.lawrence@act.gov.au

**Clinical Services**

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

**Justice Health Services**

**Allied Health Assistant**

**Allied Health Assistant 3 \$61,115 - \$67,825, Canberra (PN: 41041)**

Gazetted: 16 May 2019

Closing Date: 27 May 2019

Details: About us

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

**Overview of the Work Area and Position**

The Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

The Extended Care Unit (ECU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division.

In this position the Allied Health Assistant Level 3 (AHA3) under minimal supervision, will provide quality services to assist the Allied Health team to deliver diversionary activities for people within a therapeutic rehabilitation environment. All staff of the ECU are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

**Eligibility/Other Requirements:**

**Mandatory:**

Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification).

A minimum of two years' experience in a related/relevant organisation/service.

Current drivers licence

Registration under the *ACT Working with Vulnerable People Act 2011*

**Desirable:**

Previous experience working within an inpatient mental health environment.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police History check.

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

**Note**

This is a temporary position available for 12 months. This is a shift working position that will work across both Dhulwa Mental Health Unit and the Extended Care Unit.

Contact Officer: Tasha Lutz (02) 5124 1863 tash.lutz@act.gov.au

## **Clinical Services**

### **University of Canberra Hospital**

#### **Rehabilitation Aged and Community Care (RACC)**

#### **Social Work Allied Health Assistant**

#### **Allied Health Assistant 3 \$61,115 - \$67,825, Canberra (PN: 43949)**

Gazetted: 16 May 2019

Closing Date: 29 May 2019

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 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.

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

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. Patients 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 Work Allied Health Assistant (advanced AHA3) is expected to have a general understanding of issues that impact the psychosocial well-being of patients and their family/carer, including adjustment to changes in health, ageing and disability. The role promotes positive client outcomes through the provision of high-quality clinical services across a range of areas or units and working in a multidisciplinary team.

Under limited supervision, the Social Work Allied Health Assistant plays a key role in the implementation of referrals and provision of practical supports as a component of the social work intervention. Allied Health Assistants work under a task delegation model from Social Workers in the team, have clinical supervision from one dedicated Social Worker and are accountable to the Social Work Manager.

The Social Work AHA3 will receive limited supervision, is competent within their discipline, exercises initiative and judgement, requires limited guidance and is expected to plan and complete work independently. Supervision is provided on an agreed basis and/or as required for unusual or complex to highly complex situations for which there are no documented precedents.

The work of an AHA3 may be subject to progress checks but where these checks are made, they are usually confined to ensuring that, in broad terms, satisfactory progress is being made. In a small number of cases, where the work is critical, checks may include an assessment of the integrity of tasks/activities as they are completed.

Eligibility/Other Requirements:

Mandatory:

Certificate IV in Allied Health Assistance including the successful completion of an Allied Health Assistant Social Work skill set (or recognised equivalent),

Prior experience working in a hospital setting,

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

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

Comply with Canberra Health Services credentialing requirements for allied health. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in 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 appointment being made.

Note:

This position may be required to participate in overtime, on call and/or rotation roster. For further information about this position please contact the Contact Officer.

Contact Officer: Glenda Cadzow 0417 229 044 glenda.cadzow@act.gov.au

## Clinical Services

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

#### Justice Health Services

#### Enrolled Nurse, Secure Mental Health

#### Enrolled Nurse Level 1 \$60,027 - \$64,133, Canberra (PN: 37309)

Gazetted: 16 May 2019

Closing Date: 10 June 2019

Details: About us

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

#### Overview of the Work Area and Position

The Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

The DMHU is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

The Extended Care Unit (ECU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) Division.

The Enrolled Nurse role at this level, is responsible for the provision of clinical nursing support, treatment and supporting recovery of individuals within an acute and therapeutic rehabilitation environment. Enrolled Nurses at this level work under the direction and supervision of the Registered Nurse, however at all times the Enrolled Nurse retains responsibility for their actions and remains accountable for providing person-centred care. Enrolled Nurses are required to undertake professional development and clinical supervision activities, participate in quality initiatives and contribute to the multidisciplinary team.

The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Peer Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements:



**Mandatory:**

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

Current Driver's licence.

**Desirable**

Previous experience of working within a mental health setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police History check.

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

**Note**

Successful applicants will be expected to work a rotational shift working roster at Dhulwa Mental Unit and the Extended Care Unit.

Contact Officer: Tasha Lutz (02) 6124 1863 tash.lutz@act.gov.au

**Clinical Services**

**Clinical Support Services**

**Logistics Support**

**Supply Officer**

**Health Service Officer Level 7 \$59,230 - \$62,549, Canberra (PN: 21198)**

Gazetted: 16 May 2019

Closing Date: 30 May 2019

**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 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.

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**

Logistic Support Services is a section within Infrastructure and Health Support Services (I&HSS). The function of the Logistic Support Services includes Domestic and Environmental Services, Food Service, Sterilising Services, and Supply.

Supply Services provides clinical products to the Health Services in ACT, primarily being Canberra Hospital, as well as warehousing and distribution of the products.

The successful candidate will be required to work within Supply Services at Canberra Hospital.

The Supply Officer Supply Services is responsible for coordinating all aspects of the Facilities Management (FM) Storeroom, including but not limited to the purchase and issue of maintenance consumable supplies, security, accounting, stocktaking and management of redundant and obsolete stock, in a safe, efficient and professional manner.

**Eligibility/Other Requirements**

Current Class C Driver's Licence

Experience in a procurement, warehousing environment and relevant work experience highly desired.

Prior to commencement successful candidates will be required to

Undergo a pre-employment Police check.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note

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

Contact Officer: Avnita Nand (02) 5124 3474 [avnita.nand@act.gov.au](mailto:avnita.nand@act.gov.au)

## **Clinical Services**

### **Rehabilitation Aged and Community Services**

#### **Community Care Program**

#### **Occupational Therapist**

#### **Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 24498, expected vacancy)**

Gazetted: 16 May 2019

Closing Date: 28 May 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.

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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.

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

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

RACS services work collaboratively with the individuals, his/her carers and other services within and external to Canberra Health Services.

Overview of the work area and position: Community Care Occupational Therapy services are offered from community health centres and in patient homes across the ACT. The service provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care Occupational Therapy also provides services for the National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

The Occupational Therapist role is responsible for the provision of high quality Occupational Therapy services, clinical assessments and interventions to the ACT community. Promoting positive client outcomes through the provision of high quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

#### **Eligibility/Other Requirements**

##### **Mandatory:**

Be registered or eligible for registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Current drivers licence.

##### **Desirable:**

Previous experience as an Occupational Therapist within a Community setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

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

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

Note: This is a temporary position available for 12 months. An order of merit list may be established to fill future vacancies at level over the next 12 months. This position(s) may be required to participate in an overtime, on call, and/or rotation roster.

Contact Officer: Belinda Renzi (02) 5124 1212 belinda.renzi@act.gov.au

## **Clinical Services**

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

#### **Justice Health Services**

##### **Assistant in Nursing**

##### **Assistant in Nursing \$50,916 - \$52,639, Canberra (PN: 37286, several)**

Gazetted: 16 May 2019

Closing Date: 27 May 2019

Details: About us

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

Overview of the work area and position

The Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

The Extended Care Unit (ECU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division.

Under the direction and supervision of the Registered Nurse, the Assistant in Nursing (AIN) is responsible for providing assistance and support to patients throughout the delivery of high quality mental health services. This involves assisting conducting observations and reporting on consumer mental status and behaviours, escorting consumers on therapeutic leave, documenting patient responses to direct care and maintaining the facilities equipment.

Eligibility/Other Requirements:

Mandatory:

Current Driver's licence.

Certificate III (or equivalent) in Health Services Assistance, or working towards.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Be registered under the *Working for Vulnerable People Act 2011*.

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

Note

This position(s) maybe required to participate in overtime, on call and/or rotation roster.

Contact Officer: Tasha Lutz (02) 5124 1863 tash.lutz@act.gov.au

## **Clinical Services**

### **Surgery and Oral Health**

#### **Surgical Wards**

##### **Assistant in Nursing (Across all Surgical Wards)**

##### **Assistant in Nursing \$50,916 - \$52,639, Canberra (PN: 18262, several)**

Gazetted: 16 May 2019

Closing Date: 22 May 2019

Details: About Us

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

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

The key strategic priority for Acute Services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Overview of the work area and position

The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging 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, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

Eligibility/Other Requirements

Mandatory:

Certificate III in Health Services Assistance or recognised equivalent (for example working towards Diploma in Nursing or Bachelor of Nursing) is essential.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Note

There are several permanent and temporary full-time and part-time positions available in the surgical area.

Contact Officer: Jeanine Young (02) 6124 3375 [jeanine.young@act.gov.au](mailto:jeanine.young@act.gov.au)

## **Clinical Services**

### **Medicine**

#### **Acute Support Service**

##### **Acute Occupational Therapy**

##### **Allied Health Assistant 2 \$50,040 - \$57,369, Canberra (PN: 40880)**

Gazetted: 16 May 2019

Closing Date: 24 May 2019

Details: About us

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

The Acute Support Occupational Therapy Team is operationally located within the Division of Medicine. We provide acute occupational therapy across a range of clinical practice areas including neurology and neurosurgery, medical and surgical wards, cardiology and renal, the emergency department, plastics, oncology, women's health and paediatrics.

Working closely with other disciplines in a multidisciplinary framework, the Acute Support Occupational Therapy Team works to provide an occupationally focused perspective that is unique to our profession. We do this to enhance and support the patient journey through the Canberra Hospital environment and provide our expertise on therapy and restorative processes, recovery and expected outcomes, cognition and memory, and equipment prescription and home modification.

The Team also assists in the realisation of the Canberra Hospitals goals as stated in the Canberra Health Services Clinical Services Plan with a focus on Occupational Therapy service improvements to meet our Divisional requirements and the needs of our community.

Overview of the work area and position

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

As an Allied Health Assistant you will play a key role in providing support to therapists, and service delivery under direction within a designated caseload area. Through your work you will also assist in meeting the caseload requirements of the broader Occupational Therapy Team. While engaging in clinical supervision this will be at a level suitable to your development needs and commensurate with experience.

Working with us you will have the support of an experienced team of clinicians and be provided with direct clinical supervision from an Occupational Therapist.

Eligibility/Other Requirements

Mandatory:

Certificate IV in Allied Health Assistance or recognised equivalent.

Current Australian Drivers licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Comply with ACT Health credentialing requirements for allied health professionals.

Note

This is a temporary position available for 12 months with possibility of extension. This position maybe required to participate in overtime, on call and/or rotation roster. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Domenico Tripodi (02) 6244 3286 [domenico.tripodi@act.gov.au](mailto:domenico.tripodi@act.gov.au)

## **Clinical Services**

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

#### **Mental Health Director of Nursing**

#### **Manager Service and Staff Development**

#### **Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 18304)**

Gazetted: 16 May 2019

Closing Date: 27 May 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 420, 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.

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations.

The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all

aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including 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 (CAMHS)
- Justice Health Services, and
- Rehabilitation and Specialty Mental Health Services

Overview of the work area and position

The Office of the Divisional Director of Nursing (DON) provides professional leadership in the areas of nursing standards, nursing practice and practice development, policy, procedures, guidelines, models of care development and implementation, health infrastructure projects, work health safety, and training and development as well as undergraduate/graduate and post-graduate nurse education and professional supervision across the Mental Health Justice Health, Alcohol and Drug Services (MHJHADS) Division.

The DONs Office works in close collaboration through the Divisions matrix management structure with Operational Directors and Clinical Directors to ensure nursing standards and work practices support the delivery of safe, high quality person centred, recovery focussed nursing care in the areas of:

Clinical Practice

Nursing Leadership

Partnerships and working collaboratively

Responsive and Sustainable Workforce

Education, Training and Research

Professional Standards and a

Positive Work Culture

The Manager of Service Development provides operational support to the Executive ensuring that Divisional workforce planning, staff training and support strategies are consistent with the Divisions service objectives and the Canberra Health Services Workforce Plan.

The position is responsible for meeting the learning and development needs of staff through the development and implementation of the Divisional orientation and staff training program. The position also leads various Divisional workplace and service development initiatives.

Eligibility/Other Requirements:

Mandatory:

Current driver licence.

Desirable:

Relevant tertiary qualifications or experience in organisation and workforce development, training and staff education.

Knowledge of complex health workforce.

Prior to commencement successful candidates will be required to:

Comply with ACT Health occupational screening requirements related to immunization.

Undergo a pre-employment Police check.

Contact Officer: Kevin Kidd (02) 5124 1648 kevin.m.kidd@act.gov.au

## **Infrastructure Management and Maintenance**

### **Operations Support**

#### **Clinical Records**

#### **Assistant Director, Health Information Service**

**Health Professional Level 5 \$118,319 - \$133,197, Canberra (PN: 43934)**

Gazetted: 16 May 2019

Closing Date: 28 May 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 publicly funded health facilities, programs and services including but not limited to:

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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.

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

Overview of the Work Area and Position

The Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and the Health Information Unit.

The Health Information Service (HIS) provides a range of services including clinical record scanning and management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education, and hospital management purposes.

With broad responsibility for over 40 staff the HIS Assistant Director is responsible for managing most aspects of the operations and service delivery of the Health Information Service, including medico-legal release of information, record access for patient care, research and quality, patient identifier duplicate resolution and reception/enquiries. The Assistant Director also has oversight of the record scanning teams, discharge summary liaison and clinical record forms management.

Management responsibilities include staff selection, rostering, training, performance management, workflow monitoring and allocation of resources to meet service delivery requirements and compliance with the organisations risk management and clinical and corporate governance.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications or equivalent in Health Information Management (or equivalent)

Eligibility for full membership of the Health Information Management Association of Australia

A thorough knowledge of Australian Standards in relation to paper-based and/or digitised (scanned) health record system requirements is highly desirable

Desirable:

Previous experience in leading multiple teams within a health information service

Current driver's license.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Contact Officer: Jennifer Elliott (02) 5124 3326 [jennifer.elliott@act.gov.au](mailto:jennifer.elliott@act.gov.au)

## **Clinical Services**

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

#### **Justice Health Services**

##### **Registered Nurse**

##### **Registered Nurse Level 3.1 \$105,372 - \$109,709, Canberra (PN: 19611, several)**

Gazetted: 16 May 2019

Closing Date: 31 May 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.

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

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:

Forensic Mental Health Services is a contemporary evidence-based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers particularly with regards to suicide and self-harm. It is an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to Registered Nurse Level 2 staff and support the Team Leader. You will be required to undertake professional development and supervision and participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements

Mandatory:

Be registered or be eligible for registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).

Experience working in mental health

Desirable:

Current Passenger Vehicles Driver's Licence

Holds or is working towards post-graduate nursing qualifications and/or has demonstrated advanced clinical knowledge, skills and experience in the area of practice.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Contact Officer: Tegan Murray (02) 5124 1842 [tegan.murray@act.gov.au](mailto:tegan.murray@act.gov.au)

## **Clinical Services**

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

#### **Justice Health Services**

##### **Justice Health Services Clinical Lead - Primary and Custodial Health**

##### **Registered Nurse Level 3.1 \$105,372 - \$109,709, Canberra (PN: 43812)**

Gazetted: 16 May 2019

Closing Date: 30 May 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 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.

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

Overview of the work area and position

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

At this level you will provide leadership and be responsible for the day to day clinical leadership of the Justice Health Services Primary Health Team. This includes coordinating access to health services in the Hume Health Centre and Bimberi Youth Justice Centre clinic; providing clinical leadership to the Justice Health service nursing team and providing care coordination to patients accessing Justice Health services.

This position works collaboratively with all staff to ensure optimum service delivery and best evidence practice. This role will work with the senior nursing leadership team to drive change and promote a high-quality service to patients. You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).  
Current driver's license.

Desirable:

Previous experience in a Custodial Health or Primary Health care setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

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

Contact Officer: Rory Maguire (02) 5124 2523 rory.maguire@act.gov.au

## **Clinical Services**

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

#### **Child and Adolescent Mental Health**

##### **Registered Nurse**

##### **Registered Nurse Level 3.1 \$105,372 - \$109,709, Canberra (PN: 23191)**

Gazetted: 16 May 2019

Closing Date: 24 May 2019

Details: About Us

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

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

Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery CHS's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of 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.

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

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 and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Overview of the work area and position

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

Under the direction of the Manager of CAMHS Adolescent Mobile Outreach Service (AMOS), the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. Health Professional Officers within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

Eligibility/Other Requirements

Mandatory:

Tertiary qualifications (or equivalent) in Nursing.

Registered as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) with no conditions or undertakings relating to unsatisfactory professional performance or unprofessional conduct.

Desirable:

Previous experience working with young people.

Ideally five years previous experience in mental health post qualifying.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Comply with Canberra Health Services credentialing requirements for allied health.

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

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

Note

This is a permanent part-time at 32 hours per week and the full-time salary noted above will be paid pro-rata. The Registered Nurse for the Adolescent Mobile Outreach Service (AMOS) will be required to work rotating shifts including weekends and public holidays.

Contact Officer: Delia O'shea 0435652168 delia.o'shea@act.gov.au

## **Clinical Services**

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

#### **Justice Health Services**

##### **Clinical Nurse Educator**

**Registered Nurse Level 3.1 \$105,372 - \$109,709, Canberra (PN: 37270)**

Gazetted: 16 May 2019

Closing Date: 27 May 2019

Details: About us

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

#### Overview of the Work Area and Position

The Justice Health Services, Dhulwa Mental Health Unit (DHMU) provides high quality mental health care to people from 18 to 65 years of age.

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services. DMHU sits within the Justice Health Services program of MHJHADS and offers 10 acute care beds and 15 rehabilitation beds.

At this level the Clinical Nurse Educator (CNE) is responsible for clinical teaching and the development of nursing practice within a therapeutic secure environment. This position reports to the DMHU Assistant Director of Nursing and will liaise with the Clinical Nurse Consultant to deliver and lead education, both internal and external to the Division, in support of ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes for nurses working at the DMHU.

In this role you will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes

#### Eligibility/Other Requirements:

##### Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).  
Tertiary qualifications or equivalent in a Certificate IV in Training and Assessment;  
Minimum three years nursing experience in mental health with a sound understanding of forensic mental health;  
and  
Current driver's license.

##### Desirable:

Holds or is working towards a post graduate qualifications in health education, and/or has demonstrated experience in adult education and clinical practice development.

Post Graduate Qualification in Mental Health Nursing.

Experience in managing and influencing teams, processes and practice improvement in a forensic health environment.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check;

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

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

##### Note

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

Contact Officer: Tash Lutz (02) 5124 1863 tash.lutz@act.gov.au

## Clinical Services

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

#### Director of Allied Health

#### Suicide Prevention Clinical Lead

**Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 43836)**

Gazetted: 16 May 2019

Closing Date: 27 May 2019

Details: About us

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

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 ACT Health's Territory Wide Services Framework.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of 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.

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

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

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including 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 (CAMHS)
- Dhulwa Mental Health Unit
- Justice Health Services, and
- Rehabilitation and Specialty Mental Health Services

Overview of the work area and position

The role requires the successful candidate to lead the implementation of the Project Air Strategy for Personality Disorders in MHJHADS, a suicide prevention strategy. The Clinical Lead for MHJHADS will work closely with Project Air (University of Wollongong) and service delivery areas to identify staff training needs; develop relevant policies, procedures and guidelines; develop clinical pathways for people presenting with enduring risk, and ensure the implementation of best practice principles within teams using a systems approach to treatment. The role will also provide leadership in the establishment and pilot of the Project Air brief interventions treatment protocol ("Gold Card" clinics).

Project Air is an internationally recognised research, training and clinical facility established to enhance access to services and engagement in effective treatment for people with a personality disorder and their families and carers, and to promote high-quality clinical management of complex, high-risk cases of personality disorder and associated problems of self-harm, suicidal ideation, trauma and associated chronic complex mental health difficulties. Project Air will provide consultation to the Clinical Lead to support the implementation of evidence-based and best practice principles into service delivery areas.

The Clinical Lead position will report to the Director of Allied Health, MHJHADS. The role is expected to primarily work across Adult Acute Mental Health Services, Adult Community Mental Health Services, and CAMHS program areas and will co-lead the MHJHADS Project Air Implementation Steering Committee. The position holder is expected to operate within the *Public Sector Management Act (1994)* and the ACT Public Service Code of Conduct.

Eligibility/Other Requirements

Mandatory for all disciplines:

Minimum 5 years' post-qualification experience in mental health settings.  
Clinical knowledge, skill and experience in best practice principles and treatment for personality disorders.

The required professional qualification for their discipline (see below):

Mandatory for Occupational Therapy:

Hold registration with the Occupational Therapy Board of Australia.

Mandatory for Psychology:

Hold general registration with the Psychology Board of Australia.

Mandatory for Social Work:

Degree in Social Work.

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

Registration under the *ACT Working with Vulnerable People Act 2011*.

Mandatory for Nursing:

Tertiary qualifications in Nursing.

Hold registration with the Nursing and Midwifery Board of Australia.

Desirable:

Post Graduate Qualification in Mental Health Nursing or working towards such.

Desirable for all disciplines:

Previous experience and working knowledge of MHJHADS strategic projects, business support and clinical service provision with specific familiarity of MHJHADS services.

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment Police check.

Note

This position is part-time at (22:03) hours per week and the full-time salary noted above will be pro-rata. This is a temporary part-time position available for up to six months possibility of extension and/or permanency. Applicant may be chosen on written application only.

Contact Officer: Connie Galati (02) 5124 1785 [connie.galati@act.gov.au](mailto:connie.galati@act.gov.au)

## **Clinical Services**

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

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

#### **Manager, Mental Health Service for People with Intellectual Disability**

#### **Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 25286)**

Gazetted: 16 May 2019

Closing Date: 28 May 2019

Details: About us

Canberra Health Services is a values led directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. 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 provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Overview of the work area and position

The Mental Health Service for People with Intellectual Disability (MHS-ID) team is a specialist, cross-agency, consultation liaison service providing comprehensive clinical assessment and psychiatric treatment to consumers with a known or suspected intellectual disability and a known or suspected mental illness/disorder. The team provides mental health expertise, training and education to community professionals and support persons assisting people with an intellectual disability and a known or suspected mental illness. This multidisciplinary service collaborates with treating practitioners, families, support persons and other relevant agencies.

As Manager of the MHS-ID team, you will provide senior leadership for the clinical and administrative operations of MHS-ID and the maintenance of the multidisciplinary environment. This includes the day to day management of human, financial and material resources allocated to ensure the provision of safe, efficient, cost effective, high

quality service to consumers of MHS-ID and their carers. You will be responsible for supporting the key strategic directions of the service, promoting change and contributing to service development. In collaboration with medical staff, you will support the provision of evidence-based clinical interventions within standardised clinical processes. You will report against key performance indicators and promote a learning environment for the team. In addition, the Manager of the MHS-ID team is also required to undertake an active clinical role, where you will undertake comprehensive clinical assessments of complex persons referred to the team. The Manager will also engage in consultation / liaison, advocacy and negotiations with a range of service providers and stakeholders to establish and maintain collaborative inter-agency working relationships and to promote optimal outcomes for consumers of this service.

The position is supported by a cohesive multidisciplinary team of Nurses, Psychologists, an Administration Service Officer and Consultant Psychiatrists.

**Eligibility/Other Requirements**

**Mandatory:**

Approved tertiary qualifications or equivalent in nursing, psychology, social work or occupational therapy with Current registration or eligibility for registration through the Australian Health Practitioner Regulation Agency (AHPRA).

**Desirable:**

Minimum of 12 months leadership or management experience.

Strong understanding of mental health services and

Current driver's license.

Prior to commencement successful candidates will be required to:

Comply with ACT Health occupational screening requirements related to immunisation

Comply with ACT Health credentialing and scope of clinical practice requirements for Allied Health professionals  
Have current registration issued under the *ACT Working with Vulnerable People Act 2011* (non AHPRA registered employees); and

Undergo a pre-employment Police check.

**Note**

This is a temporary position available for a period of four months.

Contact Officer: Jaime Bingham (02) 5124 1744 [jaime.bingham@act.gov.au](mailto:jaime.bingham@act.gov.au)

**Clinical Services**

**Rehabilitation, Aged and Community Care**

**Community Care Program**

**Community Care Program Occupational Therapy Manager**

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

Gazetted: 16 May 2019

Closing Date: 27 May 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 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.

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

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

Hospital, Community Health Centres and the Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect CHS's values: 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.

RACS services work collaboratively with the individuals, his/her carers and other services within and external to CHS.

Overview of the work area and position

Community Care Occupational Therapy services are offered from community health centres and in patient homes across the ACT. The service provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care Occupational Therapy also provides services for the National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

We pride ourselves on our continual drive for high quality patient care. The manager is responsible for overseeing and achieving efficient and effective patient centred services, staffing and resource management. In this role you will be part of a friendly and engaging interprofessional management team.

This full time leadership role is a great opportunity for an experienced senior clinician to stretch themselves and explore their passion for health service management

Eligibility/Other Requirements

Mandatory:

Degree in Occupational Therapy, or recognised equivalent

Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).

Current Driver licence

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.

Comply with CHS credentialing and scope of clinical practice requirements for Allied Health Profession. 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 appointment being made.

Note

This is a temporary position available for 12 months.

Contact Officer: Kerryn Maher (02) 5124 1671 [kerryn.maher@act.gov.au](mailto:kerryn.maher@act.gov.au)

## **Clinical Services**

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

#### **Justice Health Services**

##### **Fixated Threat Assessment Service Clinician**

##### **Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 38669)**

Gazetted: 16 May 2019

Closing Date: 28 May 2019

Details: [About us](#)

Canberra Health Services is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. 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 the people who use of service, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

ACT Wide Mental Health Services  
Adult Acute Mental Health Services  
Adult Community Mental Health Services  
Alcohol and Drug Services  
Child and Adolescent Mental Health Services (CAMHS), and  
Justice Health Services

Overview of the work area and position

The Health Professional Officer Level 4 (psychologist) will work collaboratively with Australia Federal Police Fixated Threat Assessment team (AFP FTAT) in Barton. AFP FTAT's core function is to reduce the risk of harm to High Office Holders, establishments and others from 'fixated individuals' through collaborative assessment and management by police and mental health professionals. The AFP FTAT aligns with strategies designed to increase the understanding of mental illness within the community and ultimately aims to help those with identified mental health issues access the services where required.

Eligibility/Other Requirements

Mandatory:

Psychology:

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

Evidence of structured clinical risk assessment training.

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Obtain a Negative Vetting 1 (NV1) Security Clearance (minimum).

Note

This is a temporary position available for 14 months with the possibility of extension.

Contact Officer: Danielle Nagle (02) 6204 1811 [danielle.nagle@act.gov.au](mailto:danielle.nagle@act.gov.au)

## **Clinical Services**

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

**Child and Adolescent Mental Health Services**

**Operational Team Leader**

**Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 25282)**

Gazetted: 16 May 2019

Closing Date: 23 May 2019

Details: About us

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

Canberra Hospital and 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 ACT Health 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.

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. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing early psychosis and those at ultra-high risk of developing psychosis.

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

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

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

Eligibility/Other Requirements

Mandatory:

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

Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current ACT registration and eligibility for membership of the appropriate professional organization.

Must hold a current drivers licence.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Comply with ACT Health credentialing requirements for allied health professionals.

Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Desirable:

Experience in working with children and young people.

Note

This is a temporary position available for a period of nine months.

Contact Officer: Catherine Furner (02) 6205 1472 catherine.furner@act.gov.au

## **Clinical Services**

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

**Child and Adolescent Mental Health Services**

**Team Leader Eating Disorders**

**Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 27585)**

Gazetted: 16 May 2019

Closing Date: 24 May 2019

Details: About us

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

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

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. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first on set psychosis.

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

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

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

Eligibility/Other Requirements

Mandatory:

For Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy

Registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA)

Eligibility for professional membership of Occupational Therapy Australia

Must hold a current drivers licence.

For Psychology:

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

Must hold a current drivers licence.

Desirable:

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

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

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

Must hold a current drivers licence.

Highly desirable for all disciplines:

Minimum of three years (ideal five years) post qualification

Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

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

Comply with ACT Health occupational screening requirements related to immunization.

Undergo a pre-employment Police check.

Note

This is a temporary position available for 12 months with possibility of extension.

Contact Officer: Catherine Furner (02) 6205 1472 [catherine.furner@act.gov.au](mailto:catherine.furner@act.gov.au)

## **ACT Health**

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

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

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

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

#### **Aboriginal and Torres Strait Islander Practice Centre**

#### **Policy Officer**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 29531)**

Gazetted: 16 May 2019

Closing Date: 30 May 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 Policy, Partnership and Programs Branch comprises of teams within Health Policy Unit, Mental Health Policy Unit and the Aboriginal and Torres Strait Islander Practice Centre responsible for providing advice to ACT Health and the ACT Government to meet the health needs of the community. We do this by contributing to the creation of policy settings that ensure the right care can be accessed in the right place, in the right way, at the right time, and that people are better able to care for themselves. This includes but is not limited to, the provision of strategic health policy advice, project development and implementation, procurement of non-government services, and liaison with government, non-government and private sector stakeholders.

The Aboriginal and Torres Strait Islander Practice Centre provides strategic policy advice to ACT Health, and to inform local and national Aboriginal and Torres Strait Islander health and wellbeing strategies, research, policy development and community base programs.

The Aboriginal and Torres Strait Islander Practice Centre works closely with Aboriginal and Torres Strait Islander representatives, local Aboriginal Controlled Community Organisations, health services and community to achieve collective outcomes.

Eligibility/Other Requirements:

Desirable:

Tertiary qualifications in a relevant field.

Policy and/or legislation experience.

An understanding and/or work experience with Aboriginal and Torres Strait Islander people.

Prior to commencement successful candidates will be required to:

undergo a pre-employment Police check.

Contact Officer: Jo Lesiputty (02) 5124 9793 jo.lesiputty@act.gov.au

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

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

#### **Mental Health Policy**

##### **Assistant Director**

##### **Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 36476)**

Gazetted: 16 May 2019

Closing Date: 30 May 2019

Details: About us

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

The Health Directorate 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.

The Health Directorate 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 Policy, Partnership and Programs Branch is responsible for providing advice to ACT Health and the ACT Government to meet the health needs of the community. We do this by contributing to the creation of policy settings that ensure the right care can be accessed in the right place, in the right way, at the right time, and that people are better able to care for themselves. This includes but is not limited to, the provision of strategic health policy advice, project development and implementation, procurement of non-government services, and liaison with government, non-government and private sector stakeholders.

The Mental Health Policy Unit is responsible for providing strategic advice, policy development and implementation. The Mental Health Policy Unit leads the Branch's engagement with the policy cycle and is the first point of response for matters referred to the Branch for action and advice for the Minister for Mental Health. The Policy Unit works collaboratively with internal and external stakeholders to achieve organisational goals.

Eligibility/Other Requirements:

Extensive experience in health or human services policy development and/or program management  
High level capability with respect to analysis and strategic policy development  
A high level of political astuteness  
Excellent oral and written communication skills and attention to detail  
Desirable  
Experience working in a health or human services policy setting  
Tertiary qualifications in a relevant area  
A strong understanding of current and emerging issues in contemporary health policy and service delivery  
Prior to commencement successful candidates will be required to:  
Undergo a pre-employment Police check.  
Contact Officer: Jon Ord (02) 5124 9733 jon.ord@act.gov.au

**Health Systems, Policy and Research**

**Policy, Partnerships and Programs**

**Health Policy and Strategy**

**Senior Policy Officer**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 20692)**

Gazetted: 16 May 2019

Closing Date: 30 May 2019

Details: About us

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

The Health Directorate 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.

The Health Directorate 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 Policy Partnership and Programs Branch is responsible for providing advice to ACT Health and the ACT Government to meet the health needs of the community. We do this by contributing to the creation of policy settings that ensure the right care can be accessed in the right place, in the right way, at the right time, and that people are better able to care for themselves. This includes but is not limited to, the provision of strategic health policy advice, project development and implementation, procurement of non-government services, and liaison with government, non-government and private sector stakeholders.

The Health Policy Unit is responsible for providing strategic advice, policy development and implementation. The Health Policy Unit leads the Branch's engagement with the policy cycle and is the first point of response for matters referred to the Branch for action and advice for the Minister for Health and Wellbeing. The Policy Unit works collaboratively with internal and external stakeholders to achieve organisational goals.

Eligibility/Other Requirements:

Desirable:

Tertiary qualifications in a relevant field.

Applicants with policy and/or legislation development experience are encouraged to apply.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note:

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

Contact Officer: Marilynne Read (02) 5124 9748 marilynne.read@act.gov.au

**Health Systems Policy and Research  
Public Health Protection and Regulation**

**Health Protection Service**

**Senior Project Officer**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 29623)**

Gazetted: 16 May 2019

Closing Date: 28 May 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

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.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note

This is a temporary position available from 1 July 2019 to 20 December 2019 with the possibility of extension.

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

### **Corporate Services**

#### **Corporate**

#### **Governance People Strategy**

#### **Senior Advisor**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 35547)**

Gazetted: 9 May 2019

Closing Date: 23 May 2019

Details: The People Strategy unit is looking for a dynamic and motivated individual to fill the role of Senior Advisor.

The Senior Advisor will balance the need for consistent, policy-based advice, and the importance of local, responsive and flexible approaches to HR services, advocating for and on behalf of the client, while representing the interests of People Strategy. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Please send to [jobs@act.gov.au](mailto:jobs@act.gov.au) an Application Coversheet; a current resume; two referees; and in three pages or less address the selection criteria. Note: This is a temporary position commencing ASAP for six months with the possibility of extension and/or permanency.

Contact Officer: James Harmer (02) 5124 9824 [james.harmer@act.gov.au](mailto:james.harmer@act.gov.au)

### **ACT Health Directorate**

#### **Corporate Services**

#### **Corporate and Governance**

#### **Freedom of Information Coordinator**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 23009)**

Gazetted: 10 May 2019

Closing Date: 24 May 2019

Details: Seeking a dynamic and motivated professional to join our Freedom of Information (FOI) Team. The team is an integral part of the Governance and Risk branch within the Corporate Services Division. The successful applicants will demonstrate an understanding of and commitment to providing support to line areas in both the ACT Health Directorate and Canberra Health Services in response to FOI access applications within legislated timeframes. Interested applicants will demonstrate their well-developed relationship management skills and a high degree of attention to detail. You will have the opportunity to demonstrate your ability to work in a fast paced environment, managing competing priorities and meeting deadlines. Knowledge of the *Freedom of Information Act 2016* and other related legislation including the *Health Records (Privacy and Access) Act 1997* is highly desirable. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for six months with possibility of extension up to 12 months.

How to Apply: Provide a supporting statement of no more than two pages responding to the selection criteria including a current resume with two referees and an Application Coversheet.

Contact Officer: Jonas Allen (02) 5124 9833 [jonas.allen@act.gov.au](mailto:jonas.allen@act.gov.au)

**ACT Health Directorate**

**Corporate Services**

**Corporate and Governance**

**Executive Assistant to the Executive Group Manager Corporate and Governance Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 17260)**

**Gazetted: 10 May**

**Closing Date: 24 May 2019**

Details: Corporate and Governance Services in the ACT Health Directorate is seeking an experienced Executive Assistant to provide high-level administrative support to the Executive Group Manager. 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.

How to Apply: Applicants are requested to respond to the selection criteria to a maximum of two pages and submit with a current curriculum vitae and the names and contact details of two referees. Applications are to be sent directly to [john.fletcher@act.gov.au](mailto:john.fletcher@act.gov.au)

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

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

## **APPOINTMENTS**

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

**Administrative Services Officer Class 6 \$83,135 - \$95,146**

Fiona Chesworth 858-71971, Section 68(1), 13 May 2019

**Information Technology Officer Class 1 \$67,296 - \$76,605**

James Marsden 858-54557, Section 68(1), 13 May 2019

### **Community Services**

**Youth Worker 1/2 \$60,039 - \$72,175**

Prerana Bhatta 853-80179, Section 68(1), 14 May 2019

### **Director of Public Prosecutions**

**Prosecutor Grade 1 \$72,389 - \$82,104**

Elizabeth Ann West 853-05232, Section 68(1), 14 May 2019

### **Education**

**Administrative Services Officer Class 4 \$69,422 - \$75,169**

Natalie Budd 857-44833, Section 68(1), 13 May 2019

**Administrative Services Officer Class 4 \$69,422 - \$75,169**

Victoria Anne King 858-16331, Section 68(1), 9 May 2019



**Justice and Community Safety**

**Administrative Services Officer Class 5 \$77,155 - \$81,668**

Tamara Wheaton 853-69041, Section 68(1), 8 May 2019

**Senior Officer Grade B \$123,227 - \$138,723**

Kristyn Worner 858-71963, Section 68(1), 13 May 2019

**Canberra Health Services**

**Registered Nurse Level 1 \$66,185 - \$88,410**

Anu Basnet 845-04096, Section 68(1), 16 May 2019

**Enrolled Nurse Level 1 \$60,027 - \$64,133**

Catherine Eccles-Smith 857-43320, Section 68(1), 13 May 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Jennita Eddy-Tavita 848-84877, Section 68(1), 16 May 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Sarah Fairhall 848-84586, Section 68(1), 16 May 2019

**Registered Midwife Level 1 \$66,185 - \$88,410**

Naomi Jones 858-71656, Section 68(1), 13 May 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Juan Paolo Mercado 857-93344, Section 68(1), 16 May 2019

**Medical Physics Specialist \$98,410 - \$136,681**

Stewart Midgley 859-53854, Section 68(1), 10 May 2019

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

Jemma O'Carroll 858-71699, Section 68(1), 13 May 2019

**Health Service Officer Level 3/4 \$48,385 - \$51,869**

Anu Vishali Rajini Kanth 859-53459, Section 68(1), 16 May 2019

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

Virender Shekhawat 859-52501, Section 68(1), 9 May 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Beth Simmonds 859-52739, Section 68(1), 16 May 2019

**Enrolled Nurse Level 1 \$60,027 - \$64,133**

Joeseeph Toohey 857-43881, Section 68(1), 13 May 2019

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

Megan Willis 859-53969, Section 68(1), 9 May 2019

**TRANSFERS**

**Chief Minister, Treasury and Economic Development**

**Access Canberra**

**Workplace Protection**

**WorkSafe ACT**

**Daniel Curtin: 7990563**

From: Senior Officer Grade A \$143,116

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade A \$143,116

Chief Minister, Treasury and Economic Development, Canberra (PN: 35631) (Gazetted 22/02/2019)

**Canberra Health Services**

**Jincy Chacko: 844-00318**

From: Registered Nurse Level 1 \$66,185 - \$88,410

Canberra Health Services

To: Registered Nurse Level 1 \$66,185 - \$88,410

Canberra Health Services, Canberra (PN. 37300) (Gazetted 6 December 2018)

**Catherine Hosick: 857-44139**

From: Registered Nurse Level 1 \$66,185

Canberra Health Services

To: Registered Nurse Level 1 \$66,185 - \$88,410

Canberra Health Services, Canberra (PN. 01267) (Gazetted 23 August 2018)

**PROMOTIONS**

**Canberra Institute of Technology**

**Clare Smith: 820-89730**

From: Teacher Level 1 \$70,519 - \$94,094

Canberra Institute of Technology

To: †Teacher Level 2 \$100,508

Canberra Institute of Technology, Canberra (PN. 35384) (Gazetted 8 May 2019)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

**Chief Minister, Treasury and Economic Development**

**Policy and Cabinet Division**

**Economic and Regional Policy**

**Regulation and Productivity**

**Jennifer Mae Bauer: 827-34912**

From: Legal 1 \$61,785 - \$124,436

Justice and Community Safety

To: †Senior Officer Grade A \$143,116

Chief Minister, Treasury and Economic Development, Canberra (PN. 55703) (Gazetted 20 March 2019)

**Workforce Capability and Governance**

**Secure Local Jobs**

**Kirsty Bourke: 788-61193**

From: Administrative Services Officer Class 6 \$83,135 - \$95,146

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$104,630 - \$112,626

Chief Minister, Treasury and Economic Development, Canberra (PN. 43986) (Gazetted 19 March 2019)

**Shared Services**

**Finance and Payroll Services**

**Reporting**

**Maline Gnanasampanthan: 844-76742**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 6 \$83,135 - \$95,146

Chief Minister, Treasury and Economic Development, Canberra (PN. 07310) (Gazetted 7 February 2019)

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

**Policy and Cabinet Division**

**Amie Gunawan: 8534553**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Justice and Community Safety

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Chief Minister, Treasury and Economic Development, Canberra (PN: 39204) (Gazetted 12/02/2019)

**Shared Services**

**Finance and Payroll Services**

**Reporting**

**Ron Yaodong Li: 846-9054**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 6 \$83,135 - \$95,146

Chief Minister, Treasury and Economic Development, Canberra (PN. 07389) (Gazetted 7 February 2019)

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

**Policy and Cabinet Division**

**Social Policy and Commonwealth State Relations Branch**

**Wellbeing, Education and Commonwealth-State Relations Team**

**Merennage Sashini Vasundara Salgado: 853-2988**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Chief Minister, Treasury and Economic Development, Canberra (PN. 37542) (Gazetted 12 February 2019)

**Education**

**School Performance and Improvement**

**Belconnen**

**Kingsford Smith School**

**Julie Claire Butler: 778-99050**

From: Classroom Teacher \$68,022 - \$101,821

Education, School Performance and Improvement, Belconnen Network, Kingsford Smith School

To: †School Leader C \$117,515

Education, Canberra (PN. 15883) (Gazetted 26 March 2019)

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

**Business Services Division**

**Infrastructure and Capital Works**

**Repairs and Maintenance**

**Benjamin Saunders: 843-44010**

From: General Service Officer Level 10 \$83,135 - \$95,146

Education

To: †Infrastructure Officer 2 \$83,235 - \$95,762

Education, Canberra (PN. 44152) (Gazetted 12 February 2019)

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

**School Performance and Improvement**

**Learning and Teaching**

**Pedagogy**

**Kym-Marie Turnbull: 774-9072**

From: Manager Education Level 1 \$116,494

Canberra Institute of Technology

To: †Senior Officer Grade B \$123,227 - \$138,723

Education, Canberra (PN. 02807) (Gazetted 4 March 2019)

**Environment, Planning and Sustainable Development**

**Environment**

**Nature Conservation Policy**

**Natural Environment**

**Kelly Dobson: 846-92269**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Environment, Planning and Sustainable Development Directorate (Natural Environment)

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Environment, Planning and Sustainable Development, Canberra (PN. 36228) (Gazetted 12 March 2019)

**Sustainability and the Built Environment**

**Urban Renewal**

**Urban Renewal Executive**

**Stacey Laura Morton: 844-81787**

From: Administrative Services Officer Class 3 \$62,530 - \$67,296

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$77,155 - \$81,668

Environment, Planning and Sustainable Development, Canberra (PN. 34694) (Gazetted 25 March 2019)

**Business, Governance and Capability**

**People and Capability**

**Capability and Performance**

**David William George Scully: 741-04806**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Environment, Planning and Sustainable Development, Canberra (PN. 39531) (Gazetted 12 April 2019)

**Justice and Community Safety**

**Corporate**

**Office of the Chief Operating Officer**

**Communications, Engagement and Media**

**Ellena Jane Bisset: 836-1166**

From: Senior Officer Grade B \$123,227 - \$138,723

Justice and Community Safety Directorate  
To: †Senior Officer Grade A \$143,116  
Justice and Community Safety, Canberra (PN. 43152) (Gazetted 4 April 2019)

**ACT Corrective Services**

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

**Karly Yates: 843-9941**

From: Administrative Services Officer Class 4 \$69,422 - \$75,169  
Justice and Community Safety  
To: Administrative Services Officer Class 5 \$77,155 - \$81,668  
Justice and Community Safety, Canberra (PN. 34222) (Gazetted 15 March 2019)

**Canberra Health Services**

**Canberra Hospital and Health Services**

**Flavia D'Ambrosio: 816-82591**

From: Senior Officer Grade B \$123,227 - \$138,723  
Canberra Health Services  
To: †Senior Officer Grade A \$143,116  
Canberra Health Services, Canberra (PN. 23771) (Gazetted 13 December 2018)

**Clinical Services**

**Elsie Farrelly: 799-82819**

From: Dental Assistant - Unqualified and Qualified \$44,469 - \$61,965  
Canberra Health Services  
To: Principal Dental Assistant \$72,175  
Canberra Health Services, Canberra (PN. 14393) (Gazetted 14 February 2019)

**Clinical Services**

**Shaun Griffiths: 847-27572**

From: Administrative Services Officer Class 2/3 \$55,189 - \$67,296  
Canberra Health Services  
To: Administrative Services Officer Class 5 \$77,155 - \$81,668  
Canberra Health Services, Canberra (PN. 21428) (Gazetted 28 March 2019)

**Clinical Services**

**Loredana Grjl: 260-17361**

From: Registered Nurse Level 2 \$91,910 - \$97,413  
Canberra Health Services  
To: †Registered Nurse Level 3.2 \$119,122  
Canberra Health Services, Canberra (PN. 22395) (Gazetted 4 April 2019)

**Clinical Services**

**Nina Janssen: 853-75628**

From: Registered Nurse Level 1 \$66,185 - \$88,410  
Canberra Health Services  
To: Registered Nurse Level 2 \$91,910 - \$97,413  
Canberra Health Services, Canberra (PN. 03377) (Gazetted 9 August 2018)

**Canberra Hospital and Health Services**

**David Larkin: 786-48106**

From: Registered Nurse Level 3.1 \$105,372 - \$109,709  
Canberra Health Services  
To: †Registered Nurse Level 3.2 \$119,122  
Canberra Health Services, Canberra (PN. 23729)

**Canberra Hospital and Health Services**

**Mary Mitshabu: 848-80737**

From: Administrative Services Officer Class 3 \$62,530 - \$67,296

Canberra Health Services

To: Administrative Services Officer Class 4 \$69,422 - \$75,169

Canberra Health Services, Canberra (PN. 17240) (Gazetted 7 December 2018)

**Canberra Hospital and Health Services**

**Athira Rajmohan: 834-45389**

From: Registered Nurse Level 1 \$66,185 - \$88,410

Canberra Health Services

To: Registered Nurse Level 2 \$91,910 - \$97,413

Canberra Health Services, Canberra (PN. 24883) (Gazetted 7 March 2019)

**Clinical Services**

**James Slade: 821-26968**

From: Registered Nurse Level 3.1 \$105,372 - \$109,709

Canberra Health Services

To: †Registered Nurse Level 4.2 \$127,567

Canberra Health Services, Canberra (PN. 24145) (Gazetted 14 March 2019)

**Canberra Hospital and Health Services**

**Mary Twyford: 786-44615**

From: Registered Nurse Level 2 \$91,910 - \$97,413

Canberra Health Services

To: †Registered Nurse Level 3.1 \$105,372 - \$109,709

Canberra Health Services, Canberra (PN. 24911) (Gazetted 28 February 2019)

**Canberra Hospital and Health Services**

**Morgan Zidar: 843-90666**

From: Administrative Services Officer Class 2/3 \$55,189 - \$67,296

Canberra Health Services

To: Administrative Services Officer Class 4 \$69,422 - \$75,169

Canberra Health Services, Canberra (PN. 20191) (Gazetted 25 April 2019)