



ACT Government Gazette

Gazetted Notices for the week beginning 07 November 2019

VACANCIES

ACT Audit Office

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

Financial Audit

Assistant Director, Financial Audit

Audit Manager \$109,329 - \$117,880, Canberra (PN: 42826)

Gazetted: 08 November 2019

Closing Date: 25 November 2019

Vision: An accountable and highly performing ACT Public Sector

Role: To provide an independent view to the ACT Legislative Assembly and the community on the accountability, efficiency and effectiveness of the ACT Public Sector.

Values: Independence, Integrity, Professionalism, Respect, Learning and Innovation.

The ACT Auditor-General is an independent Officer of the ACT Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory.

The ACT Audit Office conducts independent financial and performance audits on ACT Government agencies and entities that receive ACT Government funding or resources. The results of these audits are reported to the ACT Legislative Assembly and the community.

The ACT Audit Office is seeking suitable applicants with the highest level of personal integrity and excellent accounting, audit, information technology, investigatory, communication and interpersonal skills to join the financial audit team. The Assistant Director under the guidance of the Director, and/or Senior Director is responsible for:

planning, managing and coordinating the completion of audits of financial statements and reporting the results of these audits; including leading and managing audit teams consisting of auditors, contractors and consultants; delivering high quality work that is efficiently completed in accordance with Australian Auditing Standards and the ACT Audit Office's financial audit methodology;

assisting in the effective administration of the ACT Audit Office as required; and

maintaining effective and constructive relationships with auditees and providing professional and technical audit and accounting advice.

The ACT Audit Office offers a range of flexible working conditions including the ability to work from home to balance staff circumstances with the needs of the Office. The Office makes significant investment in developing and supporting staff by providing them with learning and development opportunities including a career path. Staff are also provided with training and support to obtain relevant professional post-graduate qualifications.

Eligibility/Other Requirements:

Qualifications - Relevant tertiary professional accounting, audit, data analytics and information technology qualifications are highly desirable. Completion, or progress towards completion, of relevant professional post-graduate qualifications is also highly desirable (e.g. CPA, CA and CISA).

Position of Trust - All ACT employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, if you are selected for this position you will be required to gain and maintain a Baseline National Security Clearance.

Note: The conditions of employment of staff members are those contained in the *ACT Public Sector Management Act 1994* and related Public Sector Management Standards, except as provided for in the 'ACT Public Service Administrative and Related Classifications Enterprise Agreement 2018-2021'.

Note: The position is classified at the ACT Audit Office - Audit Manager classification. New staff will be offered a salary of between \$109,329 to \$117,880, plus employer superannuation contributions and other conditions of service.

How to Apply: Please submit a cover letter of no more than 1,000 words outlining your relevant Skills, Knowledge Experience against the Selection Criteria. Applicants are also asked to provide a current curriculum vitae and

provide the names and contact details of two referees (one referee who is a current/recent supervisor and one referee who is a staff member who reports to you). Referees will be contacted with your prior approval.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rosario San Miguel (02) 6207 0905 rosario.sanmiguel@act.gov.au

Calvary Health Care ACT (Public)

Patient Accounts

Patient Accounts Team Leader

Executive Level EN2 \$78,197 to \$82,771, Canberra (PN: Expected)

Gazetted: 13 November 2019

Closing Date: 15 November 2019

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

Reference Number: 11053

Contact Officer: Louise Edmonds (02) 6201 6981 Louise.Edmonds@calvary-act.com.au

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

Emergency Department

Clinical Nurse Manager

RN 3 G1 YR 1 \$106,795, Canberra (PN: Expected)

Gazetted: 08 November 2019

Closing Date: 11 November 2019

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

Reference Number: 10680

Contact Officer: Matt Luther Matt.luther@calvary-act.com.au

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

Critical Care

Emergency Department

Registered Nurse

Registered Nurse Level 1 \$67,078 - \$89,604, Canberra (PN: Expected, several)

Gazetted: 08 November 2019

Closing Date: 24 November 2019

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

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

Reference Number: 10895

Contact Officer: Katharine Faupula 02 6201 6111 Katharine.Faupula@calvary-act.com.au

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

Canberra Institute of Technology

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

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

Technology and Design

Graphics, Entertainment, Media and Music

Media Production and Graphic Design Technical Officer

Technical Officer Level 4 \$84,257 - \$96,430, Canberra (PN: 45213)

Gazetted: 13 November 2019

Closing Date: 27 November 2019

Details: Canberra Institute of Technology (CIT) Graphics, Entertainment, Media and Music (GEMM) is seeking a skilled and enthusiastic technical officer to support their Media Production and Graphic Design teaching areas. You will have experience in researching, purchasing and maintaining specialist Media Production and Graphic Design equipment. You will be familiar with iMacs and be able to install and update operating systems and software across a large number of machines within tight schedules. You will have the ability to work collaboratively with teachers and students playing a central role in providing a quality learning experience. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Possession of an Associate Diploma or Diploma level qualification from a recognised tertiary institution applicable to the field of media/multimedia or possess other qualifications and/or experience acceptable for the position. Minimum two years' experience maintaining a technical environment is desirable. Current first aid certificate and driver's licence desirable.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Piers Douglas (02) 6207 4053 piers.douglas@cit.edu.au

Industry Engagement and Strategic Relations

Training Initiatives Unit

Administration Officer

Administrative Services Officer Class 2 \$55,934 - \$61,764, Canberra (PN: 54045, several)

Gazetted: 13 November 2019

Closing Date: 20 November 2019

Details: Canberra Institute of Technology (CIT) Training Initiatives Unit (TIU) is a centralised support team dedicated to the administrative arrangements under CIT's ACT Funding Agreement (ACTFA). The ACTFA sets out the terms and conditions under which the ACT Government may make available funds to CIT for the delivery of training and assessment for a range of training initiatives. TIU's centralised support extends to all CIT students that are studying in a program funded by a training initiative in the ACT, including Australian Apprenticeships (also known as User Choice for apprentices and trainees) and Skilled Capital (or the equivalent). CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: These are temporary positions available for a period of three months with the possibility of extension up to 12 months. There are several positions available. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

How to Apply: Applicants are to provide Expressions of Interest of no longer than two A4 pages plus a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Jacqueline Haeusler (02) 6207 3620 jacqueline.haeusler@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Shared Services ICT

Strategic Business

Portfolio Delivery Office, Health Applications

Project Coordinator

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 38037)

Gazetted: 12 November 2019

Closing Date: 19 November 2019

Details: The position is based in the Strategic Business branch, which delivers professional business change services that enable the ACT Government to deliver quality outcomes for the Territory. Key focus areas include: optimising investment through change initiatives; identifying, supporting and enabling multi-directorate solutions; and delivering quality services that enable business areas to realise significant benefits. This position works to a Project Manager and is responsible for coordinating a range of business and information technology projects in accordance with recognised project management methodologies to deliver quality outcomes within agreed tolerances. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Relevant formal qualifications in a recognised management or project management discipline or equivalent experience would be highly desirable.

Possession of ITIL Foundation Certificate would be advantageous.

Note: This is a temporary position available from 18 December 2019 until 17 December 2020 with possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to supply a written application of no more than two pages addressing the Position Description and outlining why you would like to take this opportunity, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager/supervisor.

Applications should be sent to the Contact Officer.

Contact Officer: Micah Anderson (02) 6207 7090 micah.anderson@act.gov.au

Treasury

Commercial Services and Infrastructure

National Arboretum Canberra

Project Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 18233, expected vacancy)

Gazetted: 07 November 2019

Closing Date: 14 November 2019

Details: The National Arboretum Canberra is seeking an experienced and highly motivated candidate to fill a Project Officer role within its dynamic team, based at the Arboretum. The successful candidate will report directly to the Arboretum's Business Manager, and will be responsible for managing and implementing Arboretum projects, including capital works and capital upgrades.

With limited supervision, the Project Officer will plan and implement a range of contracted landscape and infrastructure projects and works programs, including development of business cases, contract specifications and documentation for landscape and infrastructure projects.

Strong communication skills, budget management and digital aptitude are essential for this role, the successful candidate will be required to liaise at various levels across a range of areas with consultants, contractors, external stakeholders and throughout the Government whilst maintaining a high degree of professionalism. The candidate will also need to adhere to and promote the principles of the Respect Equity and Diversity (RED), Work Health and Safety, and the ACTPS Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff. If you are an experienced and passionate Project Officer, who takes pride in your work and your ability to manage a variety of projects at once, we want to hear from you.

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

How to Apply: Please provide a statement against the Selection Criteria and a copy of your current curriculum vitae with contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ahmed Khan (02) 6205 4265 ahmed.khan@act.gov.au

Access Canberra

Projects Governance and Support

Finance and Budget

Senior Finance Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 45427)

Gazetted: 08 November 2019

Closing Date: 15 November 2019

Details: Access Canberra has a temporary opportunity for a Senior Finance Officer. This position will help us out by managing the delivery of various projects designed to enhance efficiency, including:

updating Standard Operating Procedures and templates

workplan scheduling and effective collaboration

designing new methods to reconcile the financial aspects of complex projects (e.g. cash, accrual, capital, expense, funding, budgets)

Eligibility/Other Requirements: Government finance experience gained at the Administrative Services Officer Class 6 level is highly desirable

Note: This is a temporary position available for six months with the possibility of extension up to 12 months. The attached Position Description contains more information on the duties relevant to this position. Selection may be based on application and referee reports only.

How to Apply: Tell us why you are the best person for this role in a 2 page pitch, highlighting your Skills, Knowledge and Behaviours related to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bei Hu (02) 6205 2870 bei.hu@act.gov.au

Enterprise Canberra

Active Canberra

Academy of Sport

Athlete Wellbeing and Engagement Co-ordinator

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 45723)

Gazetted: 13 November 2019

Closing Date: 27 November 2019

Details: Sport and Recreation is seeking an enthusiastic and dynamic Athlete Wellbeing and Engagement (AW&E) Coordinator to join our ACT Academy of Sport (ACTAS) multidiscipline Performance Service Team. The successful applicant will deliver best practice AW&E services and guidance to ACTAS supported athletes and be the National Lead for the Australian Wheelchair Basketball 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.

Eligibility/Other Requirements: Relevant tertiary qualification (Education, Career Counselling, Counselling, Social Welfare, Psychology, Human resources) or comparable qualification. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available immediately for 24 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. A merit pool will be established from this recruitment process and may be used to fill future similar vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Marcks (02) 6207 4408 megan.marcks@act.gov.au

Access Canberra

Construction and Utilities Branch

Construction and Worksafe Licensing

Senior Licensing Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 45644, several)

Gazetted: 08 November 2019

Closing Date: 22 November 2019

Details: Access Canberra is a one stop shop for a variety of government services. Access Canberra is home to a dedicated Branch called the Construction and Utilities Branch. The Branch is responsible for construction

regulation in the ACT. Access Canberra is looking for a strong team player to assess complex builder/building surveyor licence applications; undertake proactive engagement with industry and implement governance controls. Access Canberra is looking for a person who can undertake strong analytical work, be able to represent Access Canberra at a variety of forums and draft legal notice of decisions. You would also need to have high emotional intelligence and be seasoned juggler of shifting priorities. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: Please note, this position 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: Send through a two-page pitch on why you believe Access Canberra needs you for this role and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Corrigan (02) 6207 7665 megan.corrigan@act.gov.au

Access Canberra

Customer Coordination

Contact Centre

Information Management and Business Support

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 31280)

Gazetted: 13 November 2019

Closing Date: 20 November 2019

Details: Can you intake, interpret and disseminate information to a large team in an ever changing operational environment? Are you constantly looking for ways to improve how Access Canberra delivers its services? If so, the Access Canberra Contact Centre has an opportunity in the form of the Information Management and Business Support role. In this role you will play an integral part in the flow of information and operations within one of Access Canberra's key frontline areas. 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: This position requires that applicants are available to assist on after hours' shifts and to be available outside business hours during emergency events.

Note: This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. 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: To apply please submit an application no more than two pages in length addressing the Selection Criteria in relation to the duties and responsibilities of the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Gibson (02) 6207 4638 james.gibson@act.gov.au

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

Access Canberra

Projects, Governance and Support

Operation Bedrock

Administrative Services Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 42501)

Gazetted: 13 November 2019

Closing Date: 20 November 2019

Details: Are you a go-getter with a 'can do' attitude that thrives in a busy and diverse team? Are you a problem solver, do you have analytical mindset? Then this is a great opportunity for you!

Access Canberra is working to set a new benchmark for service delivery in the ACT and is changing the way we do business, for the better! To support this objective Access Canberra's governance needs to be both robust and

flexible if it is to meet the needs of the organisation into the future and continue to provide a sound platform that supports the variety of regulatory services and functions we provide.

The Operation Bedrock team is a fast-paced team within the Projects, Governance and Support Branch, responsible for delivering governance assurance, accommodation and facilities management to the agency. We are seeking new officers to help us on our journey to good governance and business improvement. These people will have experience in administrative and business support, customer service, a broad understanding of government operations, including compliance and governance frameworks and their linkages to government priorities; and have experience or interest in facilities management and strategic accommodation.

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

Eligibility/Other Requirements: Experience in Governance, Facilities and/or Accommodation and high level communication skills are desirable. A current driver's licence is essential.

Note: This is a temporary position available immediately until 30 June 2020 with possibility of permanency. This position may involve direct supervision of staff. Access Canberra has adopted activity-based working (ABW) and the successful applicant(s) will not have a designated desk so must have a flexible work approach and be comfortable getting out across our sites. Selection may be based on application and referee reports only.

How to Apply: Interested? Tell us all about yourself and why you would be the perfect candidate for the job by including a statement of no more than two pages addressing the criteria in the attached duty statement, a current curriculum vitae and contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Andres (02) 5124 9224 daniel.andres@act.gov.au

Commercial Services and Infrastructure

Infrastructure Finance and Reform

Project Coordination Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 03694)

Gazetted: 11 November 2019

Closing Date: 25 November 2019

Details: Infrastructure Finance and Reform are looking for a professional and diligent individual to fill the role of Project Coordination Officer. Applicants will need to demonstrate initiative and the ability to work in a fast-paced environment to be successful in the role. If you like interesting and fulfilling work, can juggle lots of competing priorities and have excellent project support and coordination skills, then this is a great opportunity to develop your career through a challenging role in a central agency. The role liaises with agencies and key stakeholders within Treasury to monitor the development of capital works projects through business cases development leading into the budget process and provides reporting to senior executives within Treasury. Additionally, the role assists in the ongoing reviews and development of major policy frameworks of the Branch, primarily the *Capital Framework*. The role reports to Director, Capital Framework to support the *Capital Framework* and more broadly the business unit of Infrastructure Finance and Reform, Treasury. With a high degree of initiative and a focus on good outcomes, you will collaborate and network with a range of peers and stakeholders. Strong oral and written communication, liaison and negotiation skills are necessary to achieve positive outcomes across a range of responsibilities. The successful applicant will have excellent organisation skills with a flexible approach to working in a dynamic environment. 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 are free to choose to: either address all criteria in a consolidated response or to individually address each selection criteria separately (limited to 800 words in total).

Applications should be submitted via the Apply Now button.

Contact Officer: Jeff Hart (02) 6207 9373 jeff.hart@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.

**Finance
Executive
Analyst**

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 10008, several)

Gazetted: 12 November 2019

Closing Date: 26 November 2019

Details: Are you looking for an exciting opportunity to work on a wide breadth of issues in the ACT Government? Do you want to help develop and manage budgets, develop financial related policy advice for Government, work with a range of statutory related financial reporting issues and contribute to the production of the ACT Government's financial statements? ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for a number of temporary and permanent staff to fill Analyst positions. These positions provide a great opportunity to see the inside workings of Government, and to contribute to the development of key policy priorities including planning and oversight of investment in infrastructure and government services in the ACT. What you will do: The successful applicants will join a small team undertaking a variety of work, such as: review of business cases and reports; undertaking research and analysis; developing advice about financial and performance outcomes, cost pressures and unspent funds; identifying service delivery issues in the context of legislative, policy, community and operational drivers; assisting to develop annual budget papers; collaborating on research and analysis projects; and liaising with people in the directorate and in other parts of the ACT Government. What you require: We are looking for applicants who are able to use Microsoft Excel and Word when analysing and reporting on financial, economic, policy and administrative issues. We will help you in learning to use our in-house budget and reporting systems. We also need people who are good communicators and team players who are enthusiastic and can work to tight deadlines across competing priorities. CMTEDD supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements: Tertiary or post graduate qualifications in business, accounting, commerce, economics, finance or another field combined with strong numeracy skills would be desirable.

Note: There are multiple positions available within the Finance and Budget Group both on a temporary and permanent basis. Temporary positions are available for a period of six months, with the possibility of extension up to 12 months and/or permanency. A merit pool will also be established from the selection process and this may be used to fill similar vacancies over the next 12 months. These positions 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 review the attached Position Description and apply by providing the following documents: your current curriculum vitae; a written response addressing all of the Selection Criteria demonstrating why you are the right person for one of these roles; and details of two current referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Graham Chadwick (02) 6205 4614 graham.chadwick@act.gov.au

**Business Services
Strategic HR and Corporate
Trainee Program**

Service Desk ICT Traineeship

Administrative Services Officer Class 1 \$49,703 - \$54,678, Canberra (PN: 32210, several)

Gazetted: 13 November 2019

Closing Date: 29 November 2019

Details: Are you:
customer-focused
an effective communicator
organised and self-starting
interested in problem-solving within an ICT business environment
eager to learn as you build your skills?

The Shared Services traineeship program is an exciting opportunity to launch your ACT Public Service career. You will perform an important role working in a high-performing, customer-centric team delivering solutions to various ACT Government stakeholders. As part of the Service Desk team, you will gain exposure to a broad range of Shared

Services' business areas and the full range of systems and services we deliver to ACT Government. At the same time, you'll undertake on the job training with experienced trainers spanning desktop maintenance and the fundamental business applications in use across the ACT Government. Shared Services supports all ACT Government Directorates by providing a range of ICT, Finance and HR services. The ICT branch manages data centres, an extensive optical-fibre voice and data network and provides strategic ICT project management and business system development and support services. The Service Desk is the first point of contact for ACT Government stakeholder enquiries about services provided by Shared Services' ICT branch. The team prides itself on providing accurate and timely resolutions to ICT issues via telephone, online and through onsite support. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available from 6 January 2020 up until the 12 February 2021.

How to Apply: Please submit a one-page written application outlining how your Skills and Experience are suited to this role (including examples), along with your current curriculum vitae listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: John O'Neill (02) 6207 9698 john.oneill@act.gov.au

Office of the Chief Digital Officer

Executive Branch Manager, Digital Initiatives

Executive Level 1.3 \$236,451 - \$245,570 depending on current superannuation arrangements, Canberra (PN: E1002)

Gazetted: 11 November 2019

Closing Date: 25 November 2019

Details: The Office of the Chief Digital Officer is committed to using digital transformation to make a positive difference to the community. We are looking for a highly experienced and motivated person to fill the role of Director, Digital Initiatives. This is an exciting opportunity to work in a high profile area with the opportunity to shape initiatives across government that will have lasting impact. You'll possess contemporary leadership and executive management skills, create productive working relationships and have a track record of delivery. You'll drive transformation and change in a complex multi-stakeholder environment. Experience or expertise across a domain such as program/project management, ICT or financial management is desirable. If you thrive in environments that drive change, are fast paced and challenging, this could be the job for you!

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

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

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

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

How to Apply: Suitability for this position will be assessed on the fit of your skills, experience, and leadership behaviours to the position as outlined in the Position Description. Applications should include a Curriculum Vitae and an address to the Selection Criteria. Please contact the Chief Digital Officer, Bettina Konti (02 6207 2242) if you would like additional information.

Applications should be submitted via the Apply Now button below.

Commercial Services and Infrastructure

Shared Services

Financial Applications Support Team

Director - Finance Business Initiatives

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44225)

Gazetted: 07 November 2019

Closing Date: 6 November 2019

Details: Temporary. Who we are: Shared Services employs about 950 people and provides strategic, technical, tactical and transactional support for ICT, finance, human resources and commercial services to ACT Government Directorates. Shared Services Finance provides high quality, timely and compliant corporate services for ACT Government directorates. These services include financial accounting and reporting, taxation and banking services, financial applications support, debt management, accounts payable and receivable. What you will do: the successful candidate will join the Shared Services Financial Applications Support business unit to manage and deliver a program of business initiatives and projects undertaken by Shared Services Finance. You will also manage strategic relationships between internal program areas and other external stakeholders as well as deliver the sections program of work, ensuring relevance of content, continuous progress, tangible outcomes, and developing strategic plans that consider work in the context of future priorities. This position may supervise up to ten (10) staff and will report directly to the Senior Director, Finance Applications Support. What we require: the position requires demonstrated experience, knowledge and skills in procurement, project management, business analysis and change and communication management to support the delivery of strategic initiatives across Government. Stakeholder management is also a critical skill for the role as Shared Services Finance delivers a number of Whole of ACT Government projects.

Eligibility/Other Requirements: Qualifications and experience in Project Management or Accounting/Finance is highly desirable. 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.

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

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

Contact Officer: Tran Nguyen (02) 6205 4620 tran.nguyen@act.gov.au

Commercial Services and Infrastructure

ACT Property Group

Estate and Procurement Management

Director, Asset Strategy, Policy and Sustainability

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 16581)

Gazetted: 07 November 2019

Closing Date: 25 November 2019

Details: ACT Property Group are seeking an experienced professional who knows and understands how buildings work, has demonstrated experience in planning for and managing a building lifecycle and knows what a good asset management plan looks like. This position leads a small team that is responsible for driving the strategic and asset management planning for a large number of ACT Government owned buildings ensuring they are fit for purpose, are maintained to the agreed standards, advance sustainable measures and meet the needs of our customers. The role also manages planning and reporting functions for planned upgrades and capital works, and for government and non-government accommodation planning including inter and intra government committees.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates.

ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government. ACT Property Group has recently updated its structure. This position will be part of the management group leading implementation of the new arrangements and ensuring improved delivery of services to customers and stakeholders.

Eligibility/Other Requirements: Applicants need demonstrated experience in property or a related discipline at a senior level and membership of a related professional association (or the commitment and capacity to obtain this) is desirable. Applicants must hold (or have the capacity to obtain) a White Card, Asbestos Awareness and current drivers licence (car). Other relevant professional qualifications are highly desirable.

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

an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.

Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.

2. A current Curriculum Vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

3. Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liz Clarke (02) 6205 9218 liz.clarke@act.gov.au

Access Canberra

Construction and Utilities Branch

Construction and Worksafe Licensing

Assistant Director, Construction and Worksafe Licensing

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45643)

Gazetted: 12 November 2019

Closing Date: 26 November 2019

Details: Access Canberra is a one stop shop for a variety of government services. Access Canberra is home to a dedicated Branch called the Construction and Utilities Branch. The Branch is responsible for construction regulation in the ACT. We are looking for a strong leader who can assist the Branch by leading a team who will assess complex builder/building surveyor licence applications; undertake proactive engagement with industry and implement governance controls. Access Canberra is looking for a person who can undertake strong analytical work, be able to represent Access Canberra at a variety of forums and draft legal notice of decisions. You would also need to have high emotional intelligence and be seasoned juggler of shifting priorities. This leader would also have to have a keen understanding of responding to and contributing to Government business and governance processes. This person also needs to have solid understanding of best practice principles in relation to regulatory frameworks or administering a licensing scheme. 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 or qualifications in administering regulatory programs is desirable.

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

How to Apply: Send through a two-page pitch on why you believe Access Canberra needs you for this role and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nick Lhuede (02) 6207 8606 nick.lhuede@act.gov.au

Workplace Safety and Industrial Relations

ACT Public Sector Workforce Health, Safety and Wellbeing

Assistant Director - Communications

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 36328)

Gazetted: 13 November 2019

Closing Date: 27 November 2019

Details: The Workplace Safety and Industrial Relations (WSIR) Division is looking for an enthusiastic person to join our team and be responsible for managing the communications activities across the division. The role provides

scope to be creative and innovative in how we message our programs and activities to ACT Public Sector staff. You will work within the WHS and wellbeing team and deliver work for the teams across the division. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available from 13 January 2020 until 13 January 2021. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a curriculum vitae and a short (one page) pitch about the skills and experience you would bring to WSIR to assist us to achieve our outcomes of improving WHS, wellbeing and injury management outcomes for the ACT Public Sector.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Parton (02) 6205 9482 rebecca.parton@act.gov.au

Shared Services

Shared Services ICT

Assistant Director, Program Delivery

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 33739)

Gazetted: 07 November 2019

Closing Date: 25 November 2019

Details: The Assistant Director, Program Delivery will work closely with business and technical stakeholders to ensure a quality outcome through the delivery of professional project management, analysis and design services.

About Shared Services:

Shared Services employs about 950 staff and provides tactical and transactional holistic ICT, Finance and Human Resources services to ACT Government Directorates. Shared Services ICT (SSICT) provides a comprehensive range of ICT and allied services to the Directorates. It delivers a modern ICT environment including cloud provision, data centres and an extensive optical-fibre voice and data network backed with high quality server and desktop support. SSICT also provides ICT project management, application development, and teams of staff co-located in directorate locations providing contextual advice and guidance as well as business system support services.

What you will do:

You will be responsible for managing a range of projects, often concurrently, in accordance with recognised project management methodologies to deliver a quality outcome within agreed tolerances. This includes the need to manage and adhere to the organisational standards, while ensuring that projects are completed on time, on budget, to quality defined within the agreed scope. Use your high-level management skills to lead, plan and mentor junior or less experienced staff to ensure appropriate skills transfer.

What you require:

Tertiary qualification (and/or previous experience) in a project management qualification such as MSP, Prince 2 or similar.

Proven ability to manage project budgets and schedules and preparation of project financial forecasts.

Experience managing teams to ensure project outcomes are achieved, provide feedback on team capability and communicate clear performance goals.

Well-developed problem solving and organisational skills, effective communication skills both verbal and written, plan tasks in advance and works in a systemic and organised way, displaying high quality customer service principles and practices.

How to Apply: Please review the attached Position Description and apply by including the following documents:

Your current curriculum vitae; and a two-page written response to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Assistant Director, Program Delivery 0412 497 906 barbara.hoyle@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

Housing ACT

Client Services

Tenant Experience

Housing Manager

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 11045, several)

Gazetted: 13 November 2019

Closing Date: 27 November 2019

Details: The Tenant Experience Section of Housing ACT is seeking enthusiastic and highly motivated people for the role of Housing Managers. As a Housing Manager you will be responsible for managing a portfolio of public housing tenancies and providing advice and support to assist clients to maintain their tenancy. These are frontline positions working directly with clients and the community in the field to sustain tenancies and foster safe and inclusive neighbourhoods. The successful applicants will have a demonstrated ability to provide high quality customer service to a diverse range of clients, have effective communication, interpersonal and problem solving skills, be self-motivated and highly organised. Community Services Directorate is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Current driver's licence is essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to:

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

How to Apply: Applications should include your written response to the Selection Criteria, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fiona Scicluna (02) 6205 4751 fiona.scicluna@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.

Community Services Directorate

Children, Youth and Families

Business Support

Ministerial Liaison and Project Officer - Business Support

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 00060)

Gazetted: 13 November 2019

Closing Date: 27 November 2019

Details: Business Support has a vacancy for a highly motivated Ministerial Liaison and Project Officer to support the business of Children, Youth and Families (CYF) by assisting in the preparation and coordination of CYF business including high level briefings papers, ministerial briefs, correspondence and reports in relation to CYF projects and its commitments. The position also provides administrative support to the Business Support Unit and supports the Senior Manager in responding to requests for information by undertaking analysis and evaluation of complex and sensitive information and providing advice to the general public on Young Workers. Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

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

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

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

Applications should be submitted via the Apply Now button.

Contact Officer: Rebecca Everest (02) 6205 9206 rebecca.everest@act.gov.au

Strategic Policy

Systems and Performance

Records Management Unit

Records Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 42190)

Gazetted: 12 November 2019

Closing Date: 19 November 2019

Details: Reporting to the Records Manager, and as part of a small team, the Records Officer will ensure consistency and reliability of the operational activities of the Records Management Unit (RMU).

This position is responsible for assisting the Records Manager in the day to day operations of the Community Services Directorate (CSD) Records Management Unit and supports the wider CSD Records Management Program. The RMU is primarily responsible for the creation, management and control of the Directorate's records. Other duties include assisting with the development and implementation of digitisation of organisation's records as well as the responsibility for the management of the Records Manager (TRIM/CM9) database, including strategic advice delivering instructional sessions on the records management system.

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

How to Apply: Please provide a written statement of no more than two pages, your application is required to address each of the Selection Criteria items, individually, a current curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Monique Nielsen (02) 6207 2669 monique.nielsen@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Operational Support team

Child and Youth Protection Services, Case Aid

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 07964, several)

Gazetted: 12 November 2019

Closing Date: 28 November 2019

Details: The Child and Youth Protection Services (CYPS) Case Aids are responsible for providing high level administrative support to the CYPS Case Manager teams as well as the wider CYPS branch. Case Aids are required to assist with the delivery of best possible life outcomes for children and young people across a wide range of administrative support functions to ensure our statutory obligations are met.

Eligibility/Other Requirements:

Experience and/or desire to work in a community services environment.

Proficiency with Microsoft Office products and database systems.

Current driver's licence.

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

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Larissa Sellars (02) 6207 6643 larissa.sellars@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Operations Manager

Child and Youth Protection Professional Level 5 \$127,891 - \$143,596, Canberra (PN: 07420)

Gazetted: 12 November 2019

Closing Date: 28 November 2019

Details: Do you want to be at the front of helping children and families in Canberra? Are you looking for a challenging and rewarding role that will make a real difference to the lives of people in our community? Child and Youth Protection Services is searching for a highly motivated and energetic Operations Manager. You will work in a fast-paced and dynamic environment, leading a dedicated and supportive team of passionate and committed professionals to support and deliver services to children, young people and their families.

The successful candidate will demonstrate strong, positive leadership within the context of a demanding statutory service. The position will support staff to deliver high quality services in partnership with families, community and government organisations. The role of Operations Manager is to ensure positive child protection and youth justice practices, and contribute to reducing the over-representation of Aboriginal and Torres Strait Islander children and families by focusing on keeping children safely at home with their families and divert young people from the youth justice system.

The role will be part of the senior leadership team in Child and Youth Protection Services, and will contribute to ongoing reforms and ongoing practice improvements to ensure children and young people in our community can grow up safe, strong and connected to their families, community and culture.

Eligibility/Other Requirements:

Essential qualifications and experience:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline.

Experience in collaboration to address needs, safety and wellbeing of children and young people.

Commitment to developing proficiency in Aboriginal and Torres Strait Islander culture.

At least 5 years practice experience working with children, young people and their carers or families.

Previous program management experience to achieve team outcomes.

Current Driver's Licence.

Desirable qualifications and experience:

Diploma or relevant tertiary qualifications in human services or community services is highly desirable.

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

How to apply: Please submit a written application of no more than two pages, addressing the selection criteria along with your current curriculum vitae and the contact details of two referees.

Contact Officer: Further information about the position is available from Anita Chettur, anita.chettur@act.gov.au, (02) 6207 4732

Cultural Facilities Corporation

Canberra Theatre Centre

Marketing

Assistant Marketing Manager Social Media & Content

Administrative Services Officer Class 4/5 \$70,359 - \$82,771, Canberra (PN: 3505)

Gazetted: 08 November 2019

Closing Date: 22 November 2019

The Canberra Theatre Centre is looking for a new team member to look after the venue's social media, digital advertising and in-venue signage. This role requires you to have established experience in implementing and running commercially-focus, paid social media and digital advertising campaigns on Facebook, Instagram and Google. In addition, you'll have first-hand experience in creating video and imagery content for social media. If this sounds like you, let us know.

Eligibility/Other Requirements: Photography skills is a plus. Experience with in-venue screen management software is a plus.

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

Contact Officer: Jenifer Morris 02 6243 5706 jennifer.morris@act.gov.au

Education

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

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

School Performance and Improvement

North Gungahlin Network

Franklin Early Childhood School

Business Manager

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 40107)

Gazetted: 12 November 2019

Closing Date: 19 November 2019

Details: Applications are sought for a highly experienced officer for the position of Business Manager. The successful candidate will manage the business aspects of a dynamic educational environment with high level responsibility for human resource, finance, risk and Directorate compliance management. High level knowledge and skills in management, and systems design and implementation is essential, along with communication skills to ensure outstanding service delivery. The Business Manager is required to work in partnership with the principal to ensure the needs of the school community are met and system requirements are fulfilled. The successful applicant will engage as a member of the executive team. Further duties include developing policies and procedures relating to facilities management, and preparation of budgets, expenditure reviews, and financial returns. The Business Manager has responsibility for supervising and developing administrative and education support officers.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: www.worksafe.act.gov.au/health_safety. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Desirable: Working knowledge of the MAZE and SAS management systems. A Current First Aid certificate or willingness to undertake appropriate training. Experience in managing school systems including outside providers and hirers. Confined Spaces training.

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: Applicants are to address the Selection Criteria with reference to the duty statement and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Flynn (02) 6142 1440 kate.flynn@ed.act.edu.au

Digital, Strategy, Services and Transformation

Finance Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 16042)

Gazetted: 12 November 2019

Closing Date: 19 November 2019

Details: Digital Strategy, Services and Transformation (DSST) Branch provides services to the Directorate in identifying, developing and managing appropriate information and technical resources for corporate and school staff. This includes managing and providing advice on records, copyright and ICT programs, teaching and learning systems, business and administration systems and relevant policies and procedures.

The person in this position will be supporting the Digital Strategy, Services and Transformation Branch in the monitoring and management of financial transactions (including purchase orders, invoice processing and

expenditure monitoring). The person will support provide regular reporting to the Executive and also provide financial reporting at project boards. It is a requirement that you have experience in using Oracle Financials, APIAS (invoice processing) and be adept at using Microsoft Excel.

You will need to be self-motivated, adaptable and have efficient and effective communication skills.

You will have highly developed work management and organisational skills including the ability to effectively manage workloads, work independently and as part of a small team, deliver high quality service to internal and external stakeholders and meet workplace objectives.

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: You must have experience in using Oracle Financials, APIAS (invoice processing) and be adept at using Microsoft Excel.

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

Selection may be based on application and referee reports only.

This is a temporary position available immediately until 31 January 2020 with the possibility of extension and/or permanency.

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. Please also provide a current curriculum vitae 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Ian French, ian.french@act.gov.au, (02) 6205 9103

School Performance and Improvement

Tuggeranong Network

Namadgi School

Classroom Teacher - Year 6

Classroom Teacher \$71,113 - \$106,448, Canberra (PN: 35122)

Gazetted: 07 November 2019

Closing Date: 21 November 2019

Details: Namadgi School is seeking a motivated, relationship driven classroom teacher to join our secondary sector. This position is for a qualified Year 6 classroom teacher. Potential applicants should have a sound knowledge of the Australian Curriculum and be able to demonstrate their capacity to build effective relationships with students and their families and have a commitment to meeting the academic and social needs of a diverse range of learners.

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

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

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

How to Apply: Applicants are to provide a curriculum vitae and a two page statement of claims based on the Australian Professional Standards for Teachers.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kylie Robson (02) 6142 0404 kylie.robson@ed.act.edu.au

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

School Performance and Improvement

Tuggeranong Network

Namadgi School

Classroom Teacher - Secondary Dance

Classroom Teacher \$71,113 - \$106,448, Canberra (PN: 31917)

Gazetted: 07 November 2019

Closing Date: 21 November 2019

Details: Namadgi School is seeking a motivated, relationship driven classroom teacher to join our secondary sector. This position is for a qualified Secondary Dance teacher with dance qualifications. Potential applicants should have a sound knowledge of the Australian Curriculum and be able to demonstrate their capacity to build effective relationships with students and their families and have a commitment to meeting the academic and social needs of a diverse range of learners.

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

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

How to Apply: Applicants are to provide a curriculum vitae and a two page statement of claims based on the Australian Professional Standards for Teachers.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rob McLachlan (02) 6142 0900 Rob.Mclachlan@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

Jervis Bay School

Assistant Director – Learning, Development and HR Programs

Classroom Teacher \$71,113 - \$106,448, Canberra (PN: 32026)

Gazetted: 07 November 2019

Closing Date: 22 November 2019

Details: Jervis Bay School is looking for a dynamic and passionate teacher to join our small team here on the South Coast of NSW. Located within the Booderee National Park, we work on the land of the Yuen nation and pay our respect to the Wreck Bay elders. Our school values of Pride, Respect, identity, Determination and Expectations, reflect our whole school and community commitment to the local Aboriginal heritage and culture. The successful applicant will be committed to improving the academic, social and emotional outcomes for all of our students and to working in a predominantly indigenous community.

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

Note: This is a temporary position available from 28 January 2020 until 26 January 2021 with the possibility of permanency.

How to Apply: Applicants are to provide a curriculum vitae and a two page statement of claims based on the Australian Professional Standards for Teachers.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lowri Grice (02) 6205 7258 iana.read@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.

Service Design and Delivery

Student Engagement

Flexible Education Team

Flexible Education Classroom Teacher

Classroom Teacher \$71,113 - \$106,448, Canberra (PN: 45653, several)

Gazetted: 12 November 2019

Closing Date: 24 November 2019

Details: Are you a reflective practitioner, able to create dynamic learning environments and authentically personalised education programs for students with complex and challenging needs? Do you have a demonstrated understanding of trauma and neuroscience informed education practices? Are you passionate about inclusion, social justice, innovation and equity? If so, then the role of Classroom Teacher, Flexible Education may be for you. Our ideal candidate will have excellent interpersonal, communication and relationship building skills. You will be a team player with the ability to work collaboratively as part of a small interprofessional team within the newly established Flexible Education Section. The programs and schools within Flexible Education include Murrumbidgee Education and Training Centre, Muliyan, Hospital School, the educational program at The Cottage and Distance Education. 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. A current driver's licence and use of private vehicle is required.

Note: These are temporary positions available immediately for six months with the possibility of extension. An order of merit will be established from this selection process and may be used to fill identical vacancies over the next 12 months.

How to Apply: Applicants are to provide a curriculum vitae, Statement of Claims based on the Australian Professional Standards for Teachers (max two-pages) and details of two referees (including a current or recent supervisor). Please also provide a copy of your TQI and WWVP registrations.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jackie Vaughan 0422 377 167 jackie.vaughan@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.

South and Weston Network

Mount Stromlo High School

Classroom Teacher: Outdoor Education and Health and Physical Education

Classroom Teacher \$71,113 - \$106,448, Canberra (PN: 05499)

Gazetted: 12 November 2019

Closing Date: 26 November 2019

Details: Mount Stromlo High School is a vibrant high school seeking a qualified Outdoor Education teacher. We operate as a Professional Learning Community with a focus on collaboration; evidence informed practices and high expectations for all students. We are seeking an Outdoor Education teacher with the ability to teach a second subject, preferably Health and Physical Education. The successful applicant will be a member of a dynamic Health and Physical Education faculty team and demonstrate a sound understanding of the Australian Curriculum, formative assessment and the ability to meet a diverse range of learners.

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

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Kay Paten (02) 6142 3439 kay.paten@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/Gungahlin Network

Harrison School

Finance and Administration Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 37207)

Gazetted: 13 November 2019

Closing Date: 20 November 2019

Details: Harrison School is seeking a highly motivated and organised person with a broad set of skills to undertake the position of Finance and Administration Officer. Harrison School is a dynamic and complex Preschool to Year 10 school. The successful applicant will be required to provide high level support to the Corporate Manager in the management of the school's financial systems.

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

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

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and two referees reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Debbie Carne (02) 6142 2200 debbie.carne@ed.act.edu.au

School Performance and Improvement

North Gungahlin Network

Franklin Early Childhood School

Administrative Co-ordinator

School Assistant 4 \$64,615 - \$69,965, Canberra (PN: 44163)

Gazetted: 13 November 2019

Closing Date: 20 November 2019

Details: Franklin Early Childhood School is seeking a highly experienced Administrative Coordinator. The successful candidate will be expected to operate within a busy work environment. The ideal candidate will have the ability to communicate effectively with colleagues, the leadership team and stakeholders of the school. Duties will include attending to inquiries from students, staff and the community, maintaining student records and managing student enrolments. The successful candidate will need to work as a team member autonomously to support and prompt school priorities.

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

Highly Desirable: Knowledge of the Student Administration System and MAZE. Ability to manage school enrolment system. Management of the school website.

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: Applicants will need to address the selection criteria and provide a current curriculum vitae and names and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Flynn (02) 6142 1440 kate.flynn@ed.act.edu.au

School performance and improvement

Belconnen Network

Charnwood-Dunlop School

Deputy Principal

School Leader B \$143,046, Canberra (PN: 14291)

Gazetted: 08 November 2019

Closing Date: 18 November 2019

Details: Charnwood/Dunlop School is seeking a positive, dynamic and motivated leader with a passion for education to join our school leadership team. The successful candidate will provide strategic leadership across the P-6 school, working closely with educators in coaching and mentor roles.

They will work closely with the Principal to implement the improvement plan, achieve whole school strategic goals and lead the school through the upcoming school review process. Applicants will have demonstrated strength in responding to challenging situations and supporting staff and student wellbeing.

The successful candidate will demonstrate strength in leading literacy, numeracy and inquiry learning, proving a strong ability to build positive relationships that ensure supportive learning environments. They will be pivotal in leading professional learning communities that reach all community members and foster a positive learning culture for all.

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

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

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

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Robert Lans (02) 620 57322 robert.lans@ed.act.edu.au

School Performance and Improvement

Student Engagement

Network Student Engagement Team (NSET)

NSET Deputy

School Leader B \$143,046, Canberra (PN: 04093)

Gazetted: 07 November 2019

Closing Date: 21 November 2019

Details: Are you an innovative, high performing school leader? Are you passionate about creating safe and supportive school environments and achieving an inclusive school culture? Do you have a demonstrated understanding of disability and trauma and neuroscience informed education practices? If so, then the role of Deputy, Network Student Engagement Team (NSET) may be for you.

The successful applicant will lead one of the NSET, an interprofessional team, consisting of teaching and allied health staff. Our ideal candidate will have excellent interpersonal, communication and relationship building skills, with the ability to work collaboratively with school leadership teams and the Director of School Improvement to develop an effective school-wide support model using evidence-based universal, selected and targeted interventions.

You will build the capacity of your team to provide coaching and support to schools, students and families using a case management approach to co-design strategies, interventions and make reasonable adjustments to the learning program and/or learning environment for students with disability, complex needs and/or a trauma background. You will be self-motivated with a drive to make a difference and work with schools to explore student-centred flexible learning, attendance and curriculum options for students who are disengaged, or at risk of disengaging from school. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Mandatory

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

Highly Desirable:

- Qualifications and/or significant experience in teaching students with disability, complex needs and/or a trauma background.

Notes: This is a temporary positions available for two-years with possibility of extension. An order of merit will be established from this selection process and may be used to fill identical vacancies over the next 12 months. The positions are office-based, and school-based stand down periods do not apply.

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees. (current or recent supervisor). Please also provide a copy of your TQI and WWVP registrations.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jo Monteith 0468 516 979 jo.monteith@ed.act.edu.au

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

School Performance and Improvement

Belconnen Network

University of Canberra High School Kaleen

Deputy Principal

School Leader B \$143,046, Canberra (PN: 36359)

Gazetted: 08 November 2019

Closing Date: 18 November 2019

Details: University of Canberra High School Kaleen is seeking a highly motivated, dynamic and innovative School Leader B who will work closely with the Principal to develop and achieve whole school strategic goals and implement the School plan. Expertise in leading and fostering a Professional Learning Community will be vital to the position. The successful applicant will use evidence-based practices to build the capacity and effectiveness of the Executive team and teaching teams, to improve teaching and learning. Playing a leading role in the Executive and Student Wellbeing teams and cultivating productive, collaborative working relationships within the school community is pivotal to the role. Applicants must have a deep understanding of how to support the academic, social and emotional development of students with a range of complex needs and challenging behaviours. The School Leader B will be required to assist the Principal to manage the human, financial and physical resources of the school and work within tight time frames with a high level of organisation.

Eligibility/Other Requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Mowbray (02) 6142 0490 daniel.mowbray@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

North Ainslie Primary School

Deputy Principal

School Leader B \$143,046, Canberra (PN: 35313)

Gazetted: 07 November 2019

Closing Date: 21 November 2019

Details: North Ainslie Primary School is a P-6 school situated in the North of Canberra. North Ainslie is an International Baccalaureate (IB) Primary Years World School. We use the PYP 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 an LSU (Autism) and three Introductory English Classes in an inclusive and welcoming community.

Job Description:

- Lead whole school development of pedagogy, curriculum, assessment and reporting aligned to the Australian Curriculum and the International Baccalaureate, Primary Years Programme.
- Support the principal to develop and achieve whole school strategic goals and implement the school plan and the IB, PYP Plan.
- Assist the principal to lead the school as a Professional Learning Community and assume responsibility for a teaching team.
- Lead the continuing enhancement of pedagogical practice to improve student outcomes in all learning areas.
- Lead the preschool to year 2 team as the Disability Education Coordinator Officer (DECO).
- Lead a team approach to catering for diverse needs across the school inclusive of students with challenging behaviours and special needs, within a Positive Behaviour for Learning framework.
- As the leader of the junior school, early childhood qualifications would be beneficial.

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.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Collis (02) 6142 0760 tania.collis@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.

Service Design and Delivery

Universal School Support

Instrumental Music Program

Instrumental Music Program

School Leader C \$122,856, Canberra (PN: 07796)

Gazetted: 13 November 2019

Closing Date: 27 November 2019

Details: The opportunity exists for a dynamic leader to fulfil the role of School Leader C at the Instrumental Music Program including:

Effective leadership of all aspects of teaching and learning within the Instrumental Music Program, including instrumental expertise on concert band instruments

Management of human resources including day to day staff support, excursions (local and international) and associated administrative procedures including school liaison

Provide leadership and management for large scale events – program, directorate and community – eg band festival, auditions, concerts

Support and leadership within the Instrumental Music Program team including research, staff mentoring and professional learning

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

Applications should be submitted via the Apply Now button.

Contact Officer: Naida Blackley (02) 6142 0477 naida.blackley@ed.act.edu.au

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

System Policy and Reform

Board of Senior Secondary Studies

Curriculum Officer

School Leader C \$122,856, Canberra (PN: 42416)

Gazetted: 07 November 2019

Closing Date: 21 November 2019

Details: The ACT Board of Senior Secondary Studies (ACT BSSS) is a statutory authority responsible for the certification of senior secondary school studies in government and non-government schools in the Australian Capital Territory. The successful applicant will be a motivated and dynamic school leader seeking to join the Curriculum section of the Board of Senior Secondary Studies and to work within a culture of high performance, collaboration and innovation.

Eligibility/Other Requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (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. Knowledge, skills and understanding in the development and implementation of ACT Senior Secondary Curriculum are highly desirable.

Note: This temporary position is advertised for the period up to 17 July 2020 with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: All applicants are asked to submit a written response to the Selection Criteria in relation to the ACT Education Leadership Capabilities including experience and/or ability as outlined in the position information, and a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristofer Feodoroff (02) 6205 7180 kristofer.feodoroff@act.gov.au

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

School Performance and Improvement

South Canberra/Weston Network

Mount Stromlo High School

Executive Teacher Learning Support and DECO

School Leader C \$122,856, Canberra (PN: 02048)

Gazetted: 13 November 2019

Closing Date: 27 November 2019

Details: Mount Stromlo High School is 7 - 10 school seeking a highly motivated school leader to work as part of the school leadership team to deliver excellent results. Duties include but are not limited to: Lead professional learning teams within Learning Support (LSC/LSU/LSUA years 7-10) with a collaborative approach to learning, teaching and assessment and support staff in meeting student learning needs, including students accessing Disability Education programs. Work with the senior executive team to lead, develop and achieve school strategic goals by leading whole-school improvement (with a focus on pedagogy and literacy) including the planning and implementation of professional learning for staff. Build classroom teacher capacity through effective coaching and mentoring with a comprehensive understanding and skill set in providing feedback to teachers for continuous improvement. Work collaboratively as part of a highly effective, dynamic and united leadership team to effectively collaborate in achieving the school vision. Support the leadership team to establish and maintain a Professional Learning Community, demonstrating positive and respectful relationships with staff, students and the wider school community. Undertake an appropriate teaching load as determined by the principal.

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*.

How to Apply: Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Radford (02) 6142 3444 peter.radford@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.

Service Design and Delivery

Student Engagement

Network Student Engagement Team (NSET)

Inclusion Officer - Support at Preschool

School Leader C \$122,856, Canberra (PN: 45557, several)

Gazetted: 13 November 2019

Closing Date: 27 November 2019

Details: Are you an innovative, high performing school leader? Are you an advocate of play-based learning in early childhood? Are you passionate about creating safe and supportive school environments and achieving an inclusive school culture? Do you have a demonstrated understanding of disability and trauma and neuroscience informed education practices? If so, then an exciting leading and teaching opportunity exists for several school leaders to join the Network Student Engagement Team (NSET) as an Inclusion Officer - Support at Preschool. The successful applicants will work as part of an interprofessional team, consisting of teaching and allied health staff, to work collaboratively with preschool teams to build capacity in play-based early learning programs and support the inclusion of all preschool children. Our ideal candidate will have excellent interpersonal, communication and relationship building skills, with the ability to provide coaching and support to schools, students and families using a case management approach to co-design evidence-based universal, selected and targeted strategies, interventions and make reasonable adjustments to the learning program and/ or learning environment for students with disability, complex needs and/ or a trauma background. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Mandatory: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised (by ACECQA) early childhood teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Highly Desirable: Qualifications and/or significant experience in teaching students with disability, complex needs and/or a trauma background in a preschool setting.

Note: These are temporary positions available for two years with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. The positions are office-based, however school-based stand down periods apply.

How to Apply: Applicants are to provide a curriculum vitae, Statement of Claims based on the leadership capabilities outlined in the School Leader Applicant Package (max five pages) and two referees (current or recent supervisor). Please also provide a copy of your TQI and WWVP registrations.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jo Monteith 0468 516 979 jo.monteith@ed.act.edu.au

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

School Performance and Improvement

Belconnen Network

Kingsford Smith School

Executive Teacher - Maths/Science

School Leader C \$122,856, Canberra (PN: 15916)

Gazetted: 08 November 2019

Closing Date: 22 November 2019

Details: Kingsford Smith School is a Preschool – Year 10 School in the Belconnen area of Canberra in the ACT. The school is seeking a dynamic school leader with high level pedagogy and curriculum leadership skills to lead and manage the Maths/Science Professional Learning Team and undertake an appropriate teaching load and other duties as determined by the Principal. 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.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Jodie McGurgan (02) 6142 3399 jodie.mcgurgan@ed.act.edu.au

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

Office for Schools

Tuggeranong

Namadgi School

Business and Facilities Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 19560)

Gazetted: 11 November 2019

Closing Date: 2 December 2019

Details: Namadgi School Preschool – 10, is seeking a highly motivated and experienced person to manage a busy work environment that has competing demands for the position of Business and Facilities Manager. The ideal candidate will have demonstrated high level management and demonstrated communication skills to work with colleagues, senior staff members and stakeholders. The Business and Facilities Manager will be responsible for providing high level support to the principal and school board including minuting of executive and School Board meetings. Duties include but not limited to developing policies and procedures relating to facilities management of the school and being responsible for the preparation of budgets, expenditure reviews, statements and monitoring of estimates and financial returns. The Business and Facilities Manager position is also required to plan, direct and supervise the overall operation of the non-teaching support team including overseeing the staffing and payments for casual employees as well as the management of buildings, facilities and grounds to a high level.

Eligibility/Other Requirements: This position requires a high understanding of Financial and Human Resource (HR) management, school environment and computer systems. A working knowledge of the MAZE and SAS management systems and a current First Aid certificate or willingness to undertake appropriate training is desirable. Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to:

www.worksafe.act.gov.au/health_safety. Prior to commencing in this role a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to-

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

Note: This position is available from the 6 January 2020.

How to Apply: Applicants are required to submit an application addressing the Selection Criteria, with reference to the duty statement, and two written referee reports and a current curriculum vitae. Applicants are strongly encouraged to contact the Contact Officer for further information regarding this position.

Applications should be submitted via the Apply Now button.

Contact Officer: Gareth Richards (02) 6142 0900 gareth.richards@ed.act.edu.au

System Policy and Reform

Enrolments and Planning

Schools Planning

Senior Analyst

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 41802)

Gazetted: 13 November 2019

Closing Date: 20 November 2019

Details: The ACT Government school education system is growing at a rapid pace - more than three per cent per annum over the last several years. The Enrolments and Planning Branch is responsible for the Directorate's approach to planning for this challenge. This Senior Analyst position will undertake the analysis and planning that will support evidence based decision making for this future investment. This will include: modelling and analysis of student demand; development and analysis of options for responding to growing demand; and policy development on schools planning issues. The role will require initiative, strong analytical skills and the ability to communicate effectively. The successful candidate will have the opportunity to make a meaningful contribution to the wellbeing of Canberra's children and to work in a small and dynamic team

Eligibility/Other Requirements: Tertiary and/or post-graduate qualifications in economics, planning, demographics or a related discipline. Experience with the use of statistical software for modelling and analysis is desirable.

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

How to Apply: Applicants should provide their written response to the Selection Criteria, curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Alexander Konovalov (02) 6205 2634 alexander.konovalov@act.gov.au

Environment, Planning and Sustainable Development

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

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

Business, Governance and Capability

People and Capability

Workplace Support Advisor

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 43009)

Gazetted: 12 November 2019

Closing Date: 26 November 2019

Details: Environment, Planning and Sustainable Development Directorate (EPSDD) is seeking an experienced Work, Health and Safety (WHS) professional to join the People and Capability Branch as our Workplace Support Advisor. The position will operate as part of a small outcomes focused team that performs a broad range of strategic Human Resources functions for the Directorate. The successful candidate must have proven compensable and non-compensable case management experience and knowledge, with a strong focus on early intervention. The role requires exceptional communication skills with all levels of the Directorate, and a focus on problem solving to meet individual and business expectations and requirements. The role is responsible for assisting with the development and implementation of the Health and Wellbeing program for the Directorate. EPSDD 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: Mandatory qualifications in Occupational, Health and Safety, rehabilitation case management or related field. Desirable – Early Intervention skills and compensable and non-compensable case management experience and knowledge. Experience working in a shared services case management arrangement.

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

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

Applications should be submitted via the Apply Now button.

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

ACT Health

Corporate Services

People Strategy

Assistant Director Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 35547, Several)

Gazetted Date: 8 November 2019

Closing Date: 22 November 2019

Details: People Strategy within the Corporate and Governance Branch, ACT Health Directorate are seeking dynamic and self-motivated individuals to join our team. We expect you to have generalist Human Resource (HR) experience and are specifically seeking officers with experience in Workplace Health and Safety and Diversity and Inclusion activities to assist People Strategy in meeting needs of our stakeholders. These positions will take a client focused approach, managing client relationships and working in partnership with colleagues and managers to resolve workplace issues at the local level. The successful applicants 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.

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

How to Apply: In two pages or less tell us why you want the role and your demonstrated experience as described in the Skills, Knowledge and behaviours section of the Position Description. Please submit a current curriculum vitae and the contact details of 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 referee details.

Applications should be submitted via the Apply Now button.

Contact Officer: James Harmer (02) 5124 9824 james.harmer@act.gov.au

ACT Health

Health Services

Planning and Evaluation

Commissioning and Performance

Business Intelligence Corporate

Senior Director, Local Hospital Network Governance and Reporting

Senior Officer Grade A \$145,048, Canberra (PN: 43926)

Gazette Date: 11 November 2019

Closing Date: 02 December 2019

Details: A person of strong skills and experience in public sector governance, high degree of knowledge of the ACT health sector, and well-honed judgment and integrity is sought for the position of Senior Director, Local Hospital Network (LHN) Governance and Reporting. The Senior Director will lead the development and implementation of governance for operations of the ACT LHN, particularly in the context of redefined roles and responsibilities following the creation of two health directorates in the ACT system.

Note: This is a temporary position available from the 3 February 2020 until the 30 June 2020 with the possibility of permanency.

How to Apply: Applicants are advised that recruitment may not be progressed until January 2020, given the upcoming holiday season. Applicants are asked to provide a current curriculum vitae, a statement of claims addressing the Selection Criteria, an example of written work substantially their own, and the contact details for at least two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Margaret Stewart (02) 5124 9420 margaret.stewart@act.gov.au

ACT Health

Health System Planning and Evaluation

Community Sector

Contracts and Grants Unit

Contracts Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 19149, Several)

Gazette Date: 8 November 2019

Closing Date: 22 November 2019

Details: The Contract Officer role sits within the Community Sector Contracts and Grants Unit (CSCGU), a centralised administrative team for contract management and procurement. CSCGU is responsible for the procurement and development of most contractual instruments with AHD funded organisations providing services in the community. This includes Non-Government Organisations (NGOs) and other government entities funded to deliver services in the ACT. These funded services support the ongoing provision of community-based, early intervention, information and education, and other support services to people with a health need. CSCGU is also responsible for:

- The ongoing contract management of these funding agreements;
- Development of an approach to future service procurement, in collaboration with NGOs; and
- Providing advice to ACT Health Directorate and the ACT Government in relation to funding commitments.

The Contract Officer will be accountable under broad direction to undertake a range of contract management activities and should have comprehensive knowledge and experience of procurement and contract management. They will be required to work within existing established frameworks of legislation, principles, work practices and procedures.

Note: These are temporary positions available immediately until the 30 June 2020.

How to Apply: In two pages or less tell us why you want the role and outline your Skills, Experience and Suitability based on the requirements of the role as set out in the Selection Criteria and Position Description. Please submit a current curriculum vitae and the contact details of 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. Applications should be submitted via the Apply Now button.

Contact Officer: Rebecca Dawson (02) 5124 9756 rebecca.dawson@act.gov.au

Sustainability and the Built Environment

Planning Delivery

Impact Assessment

Assistant Director

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 03082)

Gazetted: 07 November 2019

Closing Date: 21 November 2019

Details: Are you interested in planning and the environment? Do you like a fast paced work environment and critically analysing information to make decisions? Do you have strong written communication and organisation skills? Then the Assistant Director of Impact Assessment is the job for you! The Planning Delivery Division is seeking an experienced officer to manage a wide range of statutory environmental and development assessments, including Environmental Impact Statements (EIS), EIS exemptions, Environmental Significance Opinions and development applications in accordance with the *Planning and Development Act 2007*. You will also work with the Commonwealth and other government agencies to coordinate implementation and reporting on strategic assessment commitments in accordance with the *Commonwealth Environment Protection and Biodiversity Conservation Act 1999*.

Eligibility/Other Requirements: Experience or qualifications in natural resource management, environmental sciences, environmental law, government administration or local and regional planning would be an advantage.

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

How to Apply: Please submit a written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below

Contact Officer: Tegan Liston (02) 6205 7325 tegan.liston@act.gov.au

Urban Renewal

Strategic Project Facilities and Infrastructure

Development Director

Infrastructure Manager/Specialist 3 \$184,668, Canberra (PN:16822)

Gazetted: 12 November 2019

Closing Date: 19 November 2019

Details: Do you have a passion for cities and sustainable urban renewal and want to play a leading role in how our city is shaped into the future? The Urban Renewal Division of the Environment, Planning and Sustainable Development Directorate is seeking applications for a leader of our highly skilled and dedicated team of planners, designers and policy experts.

The Development Director position will lead the planning and delivery for significant urban renewal and revitalisation projects across the ACT and we are looking for someone who thinks strategically and can solve complex problems with enthusiasm and positivity. The Development Director needs to be able to respond to a changing environment and be knowledgeable about planning and urban renewal.

Applicants should have demonstrated high level leadership skills in relation to planning and land development issues. In addition, experience in government procurement and processes and qualifications in project management, planning, architecture, economics or landscape architecture would be highly valued.

Eligibility/Other Requirements: Tertiary qualifications in Project Management, Economics, Town Planning, Architecture, Landscape Architecture or any other related field are highly desirable.

Note: This is a temporary vacancy available immediately until 30 June 2020 with the possibility of extension. Selection may be based on application and referee reports only.

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

How to apply: Please submit a written application of no more than two pages, addressing the selection criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Lea Durie, lea.durie@act.gov.au, (02) 6205 0477

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

Emergency Services Agency

People, Culture and Training

Director, ESA Workforce Coordination

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 45481)

Gazetted: 11 November 2019

Closing Date: 22 November 2019

Details: Do you like people? Yes? Great – please keep reading. No – thanks but no thanks. Are you a master at liaising across a large organisation, using your strong interpersonal and communication skills to support your colleagues in workforce related matters? Have you had much experience in developing systems and processes that align with and deliver on broader Government workforce strategies? Are you a human resource policy/guidelines/framework nerd and love applying them to a diverse workforce? Do you lead with authenticity, value collaboration and think outside the box? The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Experience in a human resource role is highly desirable.

An understanding of emergency services, rostering systems, the Work, Health and Safety Act and other related government legislation and policies is desirable.

Driver's license is essential.

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

Note: This is a temporary position available for 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: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the capabilities outlined in the Position Description, contact details of at least two referees, a current curriculum vitae, a copy of your WWVP card and a colour copy of your current Driver's Licence (front and back).

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Hughes (02) 6207 9981 rebeccaj.hughes@act.gov.au

Office of the Legislative Assembly

Business Support

Security and Building Services

Sessional Attendant

Administrative Services Officer Class 2 \$29.18 - \$32.22, Canberra (PN: Various)

Gazetted: 07 November 2019

Closing Date: 21 November 2019

The Office of the Legislative Assembly is seeking people interested in obtaining casual employment as an Assembly Attendant at the ASO2 level.

Assembly Attendants are responsible for providing front line customer service to Members of the Legislative Assembly, their staff, the Office of the Legislative Assembly staff, officials, visitors and the general public.

Attendants conduct security screening of visitors; issue visitor passes; respond to telephone and face to face enquiries; provide administrative support to the Office including support for room hire arrangements; and work within the Assembly Chamber during sitting periods.

Note: In recognition of the fact that the mandatory security screening of visitors requires both male and female attendant staff to be employed, preference may be given in this recruitment process to suitable female applicants, however anyone who thinks they meet the requirements of this position are encouraged to apply.

Casual salary rates are currently between \$29.18 to \$32.22 per hour plus a 25% loading in-lieu of the accrual of leave entitlements and payment for public holidays. Casual Assembly Attendants must also be prepared to work on a roster system, sometimes at short notice, and to work extended hours on Assembly sitting days. The Assembly sits for approximately 13 weeks per year.

ACT Public Service terms and conditions will apply to any employment. If you are interested in being considered to work as a Sessional Attendant, please provide a cover letter detailing relevant experience and attributes, your resume and two referees.

Contact Officer: Marcus Clough (02) 6205 0441 marcus.clough@parliament.act.gov.au

Applications can be forwarded to: OLARecruitment@parliament.act.gov.au

Transport Canberra and City Services

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

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

City Services

Infrastructure, No Waste, Domestic Animal Services

Domestic Animal Services

Animal Welfare and Education Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 17392)

Gazetted: 13 November 2019

Closing Date: 27 November 2019

Details: The Animal Welfare and Education officer at Domestic Animal Services, provides educational support for in the promotion of responsible dog ownership in the ACT. The role provides both internal and external education

materials and presentations in relation to the recently implemented Canberra Model for responsible dog management. The Animal Welfare and Education officer attends external events relating dogs and animal management as required, this does require some weekend work. The role also performs the Secretariat functions for the ACT Animal Welfare Advisory Committee (AWAC). This includes preparing committee agendas, papers, and attending meetings. Preparing committee reports, assisting in drafting of Codes of Practices, and preparing high level briefing documents for the Senior Director, Executive and Government Ministers. In addition the Animal Welfare and Education Officer includes working with Domestic Animal Services Rangers in attending and responding to Animal Welfare complaints and assisting in preparation of case related documents for regulatory action by Domestic Animal Services. As a member of Domestic Animal Services, you will be required to manage multiple issues, and effectively and efficiently prioritising work. You will work collaboratively in a team environment applying knowledge and experience to gather, analyse and interpret information, and providing advice on the Canberra Model, and Animal Welfare matters. All team members are encouraged to contribute to the development, achievement and continuous improvement of team objectives and plans to ensure Domestic Animal Services meets community standards and expectations. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Mandatory: Unrestricted driver's licence. Experience in or understanding of Animal Welfare matters. Experience in management of committees. Preparedness to undertake field based work, wear a uniform and work outside of ordinary hours on occasion. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Desirable: Animal management experience.

Note: In this role you will be an Authorised Officer under the *Domestic Animals Act 2000* Inspector and *Animal Welfare Act 1992*. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants for this role are required to address the Selection Criteria and provide a one page cover letter outlining their relevant skills and experience relevant to this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jamie Morgan (02) 6207 2959 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.

City Services

City Presentation

Place Management

Contracts Supervisor/Operations Support

Technical Officer Level 3 \$72,989 - \$82,486, Canberra (PN: 17748, several)

Gazetted: 13 November 2019

Closing Date: 27 November 2019

Details: Do you want the opportunity to work with great people in a rewarding career that shapes our city's future? Do you want your work to make a difference to the everyday lives of Canberrans through planning, field investigations and contract management?

If so, City Presentation are seeking candidates for the position of Contract Supervisor within the Place Management team. This position is critical and responsible for providing technical support on a variety of land management issues and conducting contract supervision for a variety of contracts relating to the maintenance of the city. Please see the position description for further details. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples as well as people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Current driver's licence (Class), Tertiary qualifications in horticulture or equivalent are essential. Relevant tertiary qualification or experience in contract management and procurement is highly desirable. WH&S White Card and Asbestos Awareness card or willingness to obtain

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designated for Activity Based

Working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. ABW is a transformation in the way we work. By creating flexible work places with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Tristan Adrian (02) 6207 0940 tristan.adrian@act.gov.au

Transport Canberra

Transport Canberra Operations

Flexible Transport Office

Special Needs Transport Coordinator

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 34458)

Gazetted: 07 November 2019

Closing Date: 14 November 2019

Details: Expressions of Interest are sought to fill a temporary position in the Flexible Transport. The duties of this role will include the coordination of school transport between parents/carers, schools and transport providers for students with disability. This requires a high level of integrity when dealing with the more specific needs of the students. As part of the Flexible Transport Office team you will also be making bookings via phone and email for the Flexible Bus Service and Aboriginal and Torres Strait Islander Community bus. To be successful in this position you will need to:

Have a high level of customer service

An understanding of disability

Have good written and oral communication skills

Enjoy a challenge

Be flexible and work effectively in a busy team.

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

Note: Located in Tuggeranong this is a temporary position available from 18 November 2019 to 17 July 2020 with possibility of extension. Only short term leave will be granted over the December 2019/January 2020 period.

Selection may be based on application and referee reports only.

How to Apply: Suitability for this position will be assessed based on your skills, knowledge and behaviour in relation to the duties and responsibilities listed in the position description. Please attach your Curriculum Vitae, a copy of your WWVP registration card and provide a one-page pitch.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Bryant (02) 6205 9383 kim.bryant@act.gov.au

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

Transport Canberra and Business Services

Territory and Business Services

Canberra Cemeteries

Team Leader - Gungahlin Cemetery

General Service Officer Level 8 \$67,752 - \$71,593, Canberra (PN: 28934)

Gazetted: 12 November 2019

Closing Date: 28 November 2019

Details: The ACT Public Cemeteries Authority (the Authority) is an independent statutory authority established under the *Cemeteries and Crematoria Act 2003* to effectively and efficiently manage public cemeteries and crematoria in the ACT. The Authority currently manages and operates three public cemeteries at Gungahlin, Woden and Hall. Canberra Cemeteries is the public face of the Authority and manages the day to day operations of public cemeteries in the ACT.

Working in a team-based environment under the limited supervision of the Grounds Manager, the Team Leader will supervise and train a team of cemetery workers and community service workers when required. In addition, the Team Leader will oversight the work of contractors engaged in a range of activities applicable to the delivery of burial services and maintenance of cemeteries.

Key responsibilities include but may not be limited to:

Operating a wide range of plant and equipment related to the operation of Cemeteries.

Implementing Canberra Cemeteries burial procedures and policies ensuring all conditions for burials are met according to customer requirements, to appropriate standards and within agreed timeframes;

Performing landscaping and ground maintenance activities, implementing Canberra Cemeteries ground maintenance procedures and priorities ensuring that cemeteries are maintained to the appropriate standard;

Maintenance of plant and equipment in accordance to specified programs and priorities;

Supervision of the technical aspects of the work performed, and turf and irrigation systems;

Oversight maintenance of records and prepare minor reports as required by management;

Check installation of and sign off installation of monuments;

Use a variety of IT applications employed by Canberra Cemeteries;

Application of principles of occupational health and safety, workplace diversity and participative work practices.

Exercise a high degree of initiative and judgement in planning and solving complex operational problems, including:

Allocation of work to staff and contractors to meet daily requirements, priorities and work plans, and associated training, instruction, and performance monitoring;

Monitoring quality of work done, ensuring staff and contractors adhere to instructions, procedures and meet required standards;

Purchase of minor supplies and equipment as required.

Provide assistance to senior staff on management issues including burial matters, WHS, maintenance work programs, and the purchase of plant and equipment and with the development/ review of documents, policies and procedures.

Assist the public by providing information on burials, including choosing plots, headstones, and other details of interment.

Deputise for the Grounds Manager for short periods when required.

Note: Duties may include after hours and weekend work. Occupant may be required to work at alternative cemeteries at short notice.

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

Applications should be submitted via the Apply Now button below

Contact Officer: Further information about the position is available from Adam Gregory, adam.gregory@act.gov.au (02) 6204 0203

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

City Services

Roads ACT

Road Maintenance

Road Worker

General Service Officer Level 5/6 \$55,097 - \$60,637, Canberra (PN: 01857, several)

Gazetted: 11 November 2019

Closing Date: 25 November 2019

Details: Roads ACT is seeking candidates for the position of Road Worker within the Road Maintenance team. As a team member of the road maintenance crew, this position will participate in daily road maintenance activities ensuring that they work safely, adhering to all standard operating procedures. Please see the Position Description for further details. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Driver's licence MR-Class is essential or be prepared to accomplish within two months of appointment

Construction Induction (white card) essential

Asbestos Awareness essential

First Aid and/or Traffic Control Certificate desirable

This position does require a pre-employment medical.

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

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Mick Sullivan (02) 6205 2533 mick.sullivan@act.gov.au

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

City Services

City Presentation

Place Management

General Service Officer Gardener/Cleaner

General Service Officer Level 3/4 \$49,702 - \$54,276, Canberra (PN: 13170, several)

Gazetted: 11 November 2019

Closing Date: 25 November 2019

Details: As a Place Management General Service Officer, you will be at the frontline and directly responsible for delivering services that keep our city looking its best. You will work out of a depot located at one of several sites across Canberra, be a strong team player and enjoy working outdoors. You will possess a good baseline of physical fitness to manage the manual demands of the role, be comfortable working with machinery and keeping yourself and your team-mates safe on-the-job. Transport Canberra City Services (TCCS) is a values-based organisation and all employees are expected to demonstrate our core values of respect, integrity, collaboration, safety, excellence and innovation. Applicants should refer to the TCCS recruitment information pack for additional information. 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:

Permanent Resident of Australia

Drivers Licence (C-class) is mandatory

Be prepared to wear a uniform and willingness to work at various depots to meet business needs

Ability to meet baseline physical/medical requirements to safely undertake the inherent requirements of the role

Asbestos Awareness card

Workplace Health and Safety Induction (White Card)

Temporary Traffic Management qualification or willingness to obtain

Medium Rigid (MR-class) driver's licence or higher preferred

Basic reading and writing skills and the ability to read and interpret Standard Operating Procedures (SOPs), operator manuals for machinery, Temporary Traffic Management (TTM) plans, safety information and depot noticeboards

Note: There are a number of permanent positions, as well long term and short term temporary contract available. 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: Candidates wishing to apply for these roles should respond to the questions in the Position Description and limit their responses to approximately 100 words per question. Hand-written applications will be accepted but must be legible. You can use the information in the position description to help answer the questions. Copies of qualifications, curriculum vitae and referee reports should be submitted.

Applications should be submitted via the Apply Now button.

Contact Officer: Brian Bathgate (02) 6205 5350 brian.bathgate@act.gov.au

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

City Services

Place Coordination and Infrastructure Planning

Infrastructure Planning

Deputy Director Infrastructure Planning

Infrastructure Officer 5 \$150,690, Canberra (PN: 36259)

Gazetted: 12 November 2019

Closing Date: 26 November 2019

Details: The position is primarily accountable for engineering advice, including from the City Places and Infrastructure: Investment Priorities Working Group (IPWG). The IPWG reports to the City Places and Infrastructure Governance Board and is responsible for monitoring, evaluation and project planning, which informs City Places and Infrastructure asset and land management service investments. As part of the IPWG, this role is responsible for the Strategic Asset Management Framework including; providing engineering advice, recommendations and reporting on the set of documents, systems and processes that address City Places and Infrastructure's asset management responsibilities. This includes the Strategic Asset Management Plan, infrastructure investment priorities, levels of service, asset register and asset performance data. These outputs are managed through the IPWG, which comprises Senior Managers representing sub-units titled Asset Management Planning, Capital Works Planning, Services Planning and Asset Data Integration. An example of a current challenge includes transitioning to a new asset Management System. This position works closely with the Senior Manager, Quality Assurance, which ensures all new assets constructed for Transport Canberra and City Services (TCCS) ownership and/or management are delivered in accordance with the TCCS Municipal Infrastructure Standards and relevant codes. As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style. This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development, and develop, engage and the right people to the right roles. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Minimum of five years' experience in public/municipal infrastructure planning. Chartered Status with Engineers Australia or demonstrated equivalent competency levels (e.g. RPEQ) is highly desirable. Degree in Civil Engineering (or similar), or suitable equivalent experience in an associated field recognised by the Institute of Engineers Australia. Current driver's licence Class C is essential.

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

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Owen Earl (02) 6207 6871 owen.earl@act.gov.au

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

Transport Canberra

Transport Canberra Operations

Contracts and Assets

Assets and Infrastructure Manager

Senior Officer (Technical) Grade B \$124,891 - \$140,596, Canberra (PN: FEM001)

Gazetted: 11 November 2019

Closing Date: 25 November 2019

Details: The Assets and Infrastructure Manager is a critical role within the Contracts and Assets team, and reports to the Senior Director Strategic Transport Asset, Procurement and Contracts Management. The Assets and Infrastructure Manager is responsible for providing high level support for delivery of complex procurement processes, fleet replacement projects, asset renewal programs, transport related strategic construction projects and fleet technical oversight for Transport Canberra Operations (TCO). The Assets and Infrastructure Manager co-ordinates the activities of the Strategic Transport Asset, Procurement and Contract Management Team including delivery of programs, field trials and policies to meet set business outcomes. To be successful in this position you will need to:

- Have high level communication and interpersonal skills
- Demonstrated decision-making and problem solving skills
- Enjoy a challenge
- Be flexible and work effectively in a busy team.

The ACT Public Service is committed to building a culturally diverse workforce and 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:

Driver's licence (C-Class) is mandatory

HC driver's licence or equivalent is highly desirable.

Qualifications in asset management, procurement and contract management, project management or a related discipline is desirable

Tertiary qualifications in heavy vehicle maintenance and associated disciplines is highly desirable

Experience with, and/or qualifications in maintenance and fitting of automotive compressed natural gas (CNG) is desirable

Note: This position will be moving to a new workplace designated for Activity Based Working (ABW) in 2020. ABW is a transformation in the way we work. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please attach your curriculum vitae and provide a one-page pitch demonstrating your professional / technical Skills and Knowledge and Behaviour capabilities in relation to the duties and responsibilities listed in the Position Description.

Applications should be submitted via the Apply Now button.

Contact Officer: Glenn Dougall (02) 6207 7647 glenn.dougall@act.gov.au

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

City Services

Development Coordination

Transport Assessment and Planning

Transport and Traffic Integration Coordinator

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45660)

Gazetted: 12 November 2019

Closing Date: 26 November 2019

Details: The Transport and Traffic Integration Co-ordinator is a key role that will provide direct support to the multidisciplinary project team in the planning, procurement and delivery of the Light Rail City to Woden Project. Light rail aims to increase public transport usage in Canberra and promote the ongoing liveability of the city. Light rail will help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the ACT Government's planning and transport objectives. The role will be embedded within the Development Coordination branch, Transport Canberra and City Services (TCCS). The Branch has responsibility for TCCS review of external and private development, road network performance analysis and modelling and the TCCS schools program to ensure quality outcomes of development across the city and undertake work to inform infrastructure planning. The position is based at the TCCS Offices, Dickson but will also need to spend considerable time with the Light Rail project team at Woden.

Eligibility/Other Requirements: Relevant formal higher education qualifications in public transport planning or other relevant qualification. Experience (three plus years) in transport planning. Highly Desirable: Community

engagement and stakeholder management experience. Understanding and use of strategic, meso and micro-simulation transport and traffic models and modelling techniques.

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

How to Apply: Please provide a written response to the capabilities criteria, a curriculum vitae and the names of two referees as a minimum.

Applications should be submitted via the Apply Now button below.

Contact Officer: Geoffrey Davidson (02) 6205 9799 geoffrey.davidson@act.gov.au

Transport Canberra and Business Services

City Places and Infrastructure

Business Development Unit

Solutions Design Lead

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 33575, several)

Gazetted: 08 November 2019

Closing Date: 22 November 2019

Details: Strategic Policy and Customer branch is responsible for strategic policy development and implementing innovative programs to deliver services and information to the Canberra Community. The Business Development Unit (BDU) is responsible for leading a program of legislative and policy reform. Are you passionate about working in multidisciplinary teams and leading people to solve complex, multifaceted problems that may be difficult to define? Are you always looking for ways to accelerate projects and broaden their impact? Do you drive business development and continuous improvement to meet emerging trends in customer experience and technology? Can you work with subject matters experts, on-ground staff and the community and other stakeholders to co-design solutions? Do you understand legislative and policy frameworks? If the answer is yes, then this role could be for you. BDU are seeking applications from highly motivated and goal orientated people to fill the role of Solutions Design Lead. Ideally, you will have a proven ability to set a strong direction, manage a project through to delivery and implementation, understand and work within a Government policy, legislative and operating context, think strategically, be innovative and achieve results. The successful candidates will be active members of a positive and high-performing team, and will be able to contribute to generating ideas and thinking innovatively about solving complex problems. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant tertiary qualification (such as law, innovation, policy, project or change management) or other qualifications and technical experience deemed equivalent. Skills or experience in facilitating stakeholder and community consultation sessions, data analytics, behavioural insights, design-thinking, social research, change management and/or graphic design is highly desirable.

Notes: There are three temporary positions available from the 1 January 2020 up to 30 September 2020 with the possibility of 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. 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: The online application form requires a two page written response and a curriculum vitae including two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Kirra Cox (02) 6205 3407 kirra.cox@act.gov.au

Canberra Health Services

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

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

Clinical Services

Medicine

Medical

Genetic Pathologist

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 45156)

Gazetted: 14 November 2019

Closing Date: 22 November 2019

Overview of the work area and position: Canberra Clinical Genomics (CCG) is a division of the Canberra Health Services with laboratories located at the Australian National University. CCG provides diagnostic, analytical and consultative services to medical specialists and general practitioners in the field of Genomics. CCG currently provides accredited diagnostic whole exome sequencing service to the ACT and surrounding regions. Under broad direction of the Director, you will be required to: Provide high quality diagnostic, consultative, procedural and specialty services in Genetic Pathology o Provide supervision and training to staff ensuring quality of results reported from the laboratory. Participate in teaching, research, quality improvement and administrative activities commensurate with the Staff Specialists (State) Award. Ensure a high standard of professional performance and, where required, the encouragement of an academic environment which supports research and development Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$272,410 - \$331,380

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA). Fellowship of the Royal College of Pathologists of Australasia (FRCPA) in Genetic Pathology or equivalent specialist qualifications. Desirable: Higher academic qualification are desirable. An interest and proven record in clinical research. Hold a current driver's licence. Please note prior to commencement successful candidates will be required to: Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Note: This is a permanent part time position at 18.375 hours per week.

Contact Officer: Prof Matthew Cook (02) 5124 4194 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

Clinical Services

Critical Care

Intensive Care Unit

Intensive Care Unit

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 19263, several)

Gazetted: 14 November 2019

Closing Date: 22 November 2019

Overview of the work area and position: The Canberra Hospital ICU is a busy CICM level 3 ICU, with approximately 2000 admissions per year. The Intensive Care Unit has 31 bed spaces fully equipped with state of the art equipment and operates a 4 pod model of care. Our medical staff enjoy a variety of presentations including all types of medical and surgical illnesses, as well as post-operative cardiac and neurosurgery patients plus major trauma. The hospital is supported by a busy helicopter retrieval service. Due to its location, the unit also provides care for critically ill children in the region, either for short term organ support or as a bridge to retrieval to a dedicated Paediatric Intensive Care Unit. The Intensive Care Unit is accredited by CICM for General Training (old C24 training) in Intensive Care (including Neurosurgery, Cardiothoracic and Trauma) and supports basic and advanced trainees in Intensive Care Medicine as well as trainees undertaking short term rotations from other training schemes, and pre-vocational junior medical officers. The unit has a strong research focus performing unit based mul, ANZICS clinical trial group and company sponsored studies. The unit also has a strong commitment to teaching at undergraduate and postgraduate level with links to the adjacent Australian National University Medical School. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$272,410 - \$331,380

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA). Fellowship of the College of Intensive Care Medicine (FCICM) or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Contact Officer: Dr Bronwyn Avar, Clinical Director of Intensive Care (02) 5124 5088 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

Clinical Services

Surgery

Medical Staff

Anaesthetist

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 13660)

Gazetted: 14 November 2019

Closing Date: 8 November 2020

Overview of the work area and position: The Canberra Health Services Department of Anaesthesia, Peri-operative Medicine and Pain Management is a busy department that facilitates over 32, 000 anaesthetic procedures (elective and emergency) per year with our 75 colleagues. Perioperative Medicine has become a significant focus of our department. We operate in a variety of environments, including Canberra Hospital, the region's largest tertiary and trauma facility, Calvary Public Hospital, John James Calvary Hospital, National Capital Private and other private day surgery locations within Canberra. The breadth of anaesthetic procedures undertaken are all encompassing (cardiac, neurosurgery, and neonatal surgery) with the exception of solid organ transplant. As the primary teaching hospital and major trauma centre for ACT and the Southern NSW region, exposure to interesting cases is a certainty. The Department has a strong focus on education and offers a comprehensive rotational training scheme in anaesthesia and pain management. The Canberra Region Rotation Registrar Training Program is accredited for 32 training positions. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. We are currently looking for Anaesthetists of varying skillsets and experience to assist in meeting the ever-increasing service demand of a swiftly growing population. We are seeking anaesthetists who are eager to learn and those who are engaged to grow the next generation of anaesthetists as we expand our service into the Surgical Procedures, Interventional, Radiological and Emergency (SPIRE) precinct which is due to open on the main Canberra campus in 2024. Learn more about SPIRE go to www.health.act.gov.au/about-our-health-system/planning-future/spire-project Remuneration A full time Senior Medical Officer employed in the ACT Public Service is entitled to a package ranging from \$309, 635 - \$441, 273 per annum under the ACT Public Sector Medical Practitioners Enterprise Agreement 2013-2017. Please note that this Enterprise Agreement is currently under negotiation, including a pay increase of 6.98% by December 2010 and a total of 11.37% by June 2021. Should the Senior Medical Officer be employed part time the following amounts will be paid Pro-rata. This package is inclusive of Salary Packaging, Attraction and Retention Initiatives, Superannuation, Allowances and Leave Loading. Additional Benefits Flexible working arrangements, strong mentorship and supervisory support, up to \$18, 500 per annum in reimbursement of medical education expenses, Access to PBI taxation benefits, up to \$51, 000 in reimbursement of relocation expenses, access to additional payments for work undertaken on Extra Surgery Schemes, Research opportunities and the opportunity to contribute to the development of Models of Care for the new SPIRE precinct.

Eligibility/Other Requirements: Be registered or be eligible for unconditional registration with the Australian Health Practitioner Regulation Agency (AHPRA). Hold a Fellowship of the Royal Australian and New Zealand College of Anaesthesia or equivalent specialist qualifications. Be an Australian Citizen or permanent resident of Australia. Please note prior to commencement successful candidates will be required to: o undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Contact Officer: Shannon Dougan, A/g Operations Manager (02) 5124 3207 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

Medical Services

Executive Director of Medical Services

Executive Director of Medical Services

Pre-vocational Medical Education Officer

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 45707, several)

Gazetted: 14 November 2019

Closing Date: 22 November 2019

Overview of the work area and position: The CHS Medical Services Group (MSG) includes Medical Imaging, ACT Pathology, Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library. The PMEO reports to the Director Prevocational Education and Training and has direct line management through the Director of MOSCETU. The position is responsible for supporting the training and clinical supervision of Junior Medical Officers (JMOs) in their first two years following graduation (Post Graduate Year (PGY) 1 and 2). Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$272,410 - \$331,380 Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA). Fellowship of a Specialist Medical College is highly desirable or equivalent specialist qualifications. Post graduate qualifications in medical education will be highly regarded. Please note prior to commencement successful candidates will be required to: Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Note: This position is temporary part time at 8 hours per week for up to 3 years.

Contact Officer: Dr Michael Hall, Director Prevocational Education and Training (02) 5124 2009 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

Clinical Services

Mental, Justice

Health Professional - HAART

Health Professional Level 1 \$61,160 - \$80,129, Canberra (PN: 41434)

Gazetted: 14 November 2019

Closing Date: 27 November 2019

Details: Canberra Health Services

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the work area and position:

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

MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home. These services include:

- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Justice Health Services
- Rehabilitation and Specialty Mental Health Services

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 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 model of care will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care.

The position reports to a Team Leader who is based on site and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

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

Please Note: this is a temporary position for 12 months, commencement date can be negotiated, however commencement expected to be in late 2019 or early 2020.

Qualifications and experience:

Mandatory Qualifications:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

For Psychology:

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

For Social Work:

Degree in Social Work.

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

Registration under the ACT Working with Vulnerable People Act 2011.

Other qualifications:

Current driver's licence.

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

Comply with ACT Health 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.

Undergo a pre-employment Police check.

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. For more information on how to apply go to

<http://www.health.act.gov.au/employment/how-apply>. For further information about the position and a copy of the performance expectations and jobs demands checklist, please contact the Contact Officer above

Contact Officer: Sandra Hibberd (02) 5124 9152 sandra.hibberd@act.gov.au

Medical Imaging

Administration

Reception Clerk

Administrative Services Officer Class 2 \$55,934 - \$61,764, Canberra (PN: 40112)

Gazetted: 14 November 2019

Closing Date: 27 November 2019

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

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

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

Overview of the Work Area and Position

The Medical Imaging Department is a Diagnostic Unit within the Canberra Hospital.

Our service is committed to providing state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

Under direction of the Administration Supervisor's, you will play a key role in the booking and scheduling of procedures and scans for outpatients and inpatients within CHS and the wider community. You will be required to liaise with internal and external stakeholders.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Current driver's licence.

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

Undergo a pre-employment Police check. To be successful in this position, it is expected that the successful candidate will have the following attributes: Good administration and communication skills with the ability to work within a multidisciplinary team. An understanding of high level customer service skills and a general knowledge of computer applications.

Contact Officer: Natasha Lawrence (02) 5124 2798 Natasha.Lawrence@act.gov.au

Clinical Services

Rehabilitation Aged and Community Services

Rehabilitation Aged and Community Services

RACS Client Support Director

Senior Officer Grade A \$145,048, Canberra (PN: 14708)

Gazetted: 14 November 2019

Closing Date: 25 November 2019

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

Overview of the work area and position:

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 (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Service's values: 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 Canberra Health Service'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. The Director of Client Support Services is responsible for the leadership and management of a range of services, based in Village Creek Centre, Kambah. This includes Clinical Technical (Prosthetics and Orthotics and Clinical Technology Service) as well as our Equipment and Oxygen Services - ACT Equipment Subsidy Scheme, ACT Domiciliary Oxygen and Respiratory Support Scheme and the Equipment Loan Service. This position also provides leadership and management for the Village Creek Site.

Eligibility/Other Requirements

Mandatory:

Hold a current driver's licence

Desirable:

Qualifications in a management field are desirable

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Linda Kohlhagen (02) 5124 0004 linda.kohlhagen@act.gov.au

Clinical Service

Surgery

Operating Room

Clinical Nurse Coordinator for the Post Anaesthetic Care Unit (PACU)

Registered Nurse Level 3.2 \$120,730, Canberra (PN: 09998)

Gazetted: 14 November 2019

Closing Date: 22 November 2019

Details: Canberra Health Services

Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

Overview of the Work Area and Position

The Division of Surgery is responsible for delivering inpatient and outpatient surgical services. 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 and specialist surgical ward areas.

Liaising with Registered Nurse Level 4.3, Dir Anaesthesia, Level 2 and 3 Teams and Nurse Educator to provide a coordinated, efficient use of human and physical resources to achieve a high standard of care. Liaise with Registered Nurse Level 4.3 and Nurse Educator and participate in staff recruitment, orientation and development.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Recent comprehensive clinical competency relevant to the position is highly desirable.

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

Undergo a pre-employment National Police check.

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

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

Note:

The Perioperative Unit at Canberra Health Services is seeking a dynamic Registered Nurse to act on a temporary basis as the Clinical Nurse Coordinator for the Post Anaesthetic Care Unit (PACU). This position will start 29 November 2019 till the 16 March 2020 with the option to extend and provide annual leave relief for the next 12 months. This role provides a coordinated, efficient use of human and physical resources to achieve a high standard of patient care. Our Perioperative unit consists of a DOSA admissions unit, 13 operating theatres covering a wide range of surgical specialties, Post Anaesthetic Care Unit and an Extended Day Surgery Unit.

Contact Officer: Kerri Reeves (02) 5124 3051 kerri.reeves@act.gov.au

Clinical Services

Surgery

Surgical Administration

Nurse Manager Surgical Wards

Registered Nurse Level 3.2 \$120,730, Canberra (PN: 22408)

Gazetted: 14 November 2019

Closing Date: 22 November 2019

Details: Our Vision: creating exceptional health care together

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

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.

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

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

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

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 Nursing Leadership team is responsible for the strategic and operational management of the Surgery and Oral Health Division nursing workforce, ensuring safe, efficient and effective operations of the business units in the Division.

This position reports directly to the Assistant Director of Nursing Surgical Wards and is responsible, in collaboration with the individual Ward Clinical Nurse Consultants, for the management of the physical, fiscal and human resources in inpatient surgical wards.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post graduate qualifications in advanced nursing or related field

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

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

Contact Officer: Tania Lawrence (02) 5124 5091 tania.lawrence@act.gov.au

Clinical Services

Women, Youth and Children

Maternity Services

Clinical Development Midwife

Registered Midwife Level 2 \$93,151 - \$98,728, Canberra (PN: 03943)

Gazetted: 14 November 2019

Closing Date: 21 November 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

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

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

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

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

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

Overview of the work area and position

The Clinical Development Midwife position supports all midwives within the Centenary Hospital for Women and Children. This position also provides support for newly graduated midwives, through an intensive orientation program and provide extensive educational and clinical support throughout the Maternity Unit for all staff through department wide in-service and education activities. The Clinical Development Midwife will be supported by the Clinical Support Midwife and Clinical Midwife Managers to work within their full midwifery scope of practice across all areas of Maternity.

Eligibility/Other Requirements:

Mandatory:

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

Eligibility for membership of the Australian College of Midwives.

Extensive experience as a Registered Midwife across the full scope of practice.

The successful applicant will be required to undertake "Train the Assessor" training through Capability if they do not hold a similar qualification such as Certificate 4 in Training and Assessment.

Desirable:

Postgraduate qualifications in relevant field e.g. Midwifery, Child and Family Health and/or Clinical Leadership.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This position is permanent full-time however part-time hours will be considered. Clinical Development Midwives are required to work a rotating roster of morning and evening shifts, 7 days per week.

Contact Officer: Fiona Cameron (02) 6142 6159 fiona.j.cameron@act.gov.au

Clinical Services

University of Canberra Hospital

Centre for Rehabilitation

Registered Nurse Level 2

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 40030)

Gazetted: 14 November 2019

Closing Date: 21 November 2019

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

Overview of the work area and position:

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, 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. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness. The Registered Nurse Level 2 provides leadership and guidance to staff as well as person centred nursing care.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: There are part-time and full-time temporary positions available. All positions work a 24/7 rotating roster, including a regular contribution to night shift. The successful candidates may be selected based on application and referee report only.

Contact Officer: Katherine McKinnon (02) 5124 0033 katherine.mckinnon@act.gov.au

Clinical Services

Women, Youth and Children

Maternity Services

Clinical Development Midwife

Registered Midwife Level 2 \$93,151 - \$98,728, Canberra (PN: 22495)

Gazetted: 14 November 2019

Closing Date: 21 November 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

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

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

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

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

Overview of the work area and position

The Clinical Development Midwife position supports all midwives within the Centenary Hospital for Women and Children. This position also provides support for newly graduated midwives, through an intensive orientation program and provide extensive educational and clinical support throughout the Maternity Unit for all staff through department wide in-service and education activities. The Clinical Development Midwife will be supported by the Clinical Support Midwife and Clinical Midwife Managers to work within their full midwifery scope of practice across all areas of Maternity.

Eligibility/Other Requirements:

Mandatory:

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

Eligibility for membership of the Australian College of Midwives

Extensive experience as a Registered Midwife across the full scope of practice

The successful applicant will be required to undertake "Train the Assessor" training through Capability if they do not hold a similar qualification such as Certificate 4 in Training and Assessment.

Desirable:

Postgraduate qualifications in relevant field e.g. Midwifery, Child and Family Health and/or Clinical Leadership.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This is a temporary position available for a period of 10 months with the possibility of extension. This position is full-time however part-time hours will be considered. Clinical Development Midwives are required to work a rotating roster with morning and evenings shifts, 7 Days per week.

Contact Officer: Fiona Cameron (02) 6142 6159 fiona.j.cameron@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Adult Acute Mental Health Service Registered Nurse

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 24883, several)

Gazetted: 14 November 2019

Closing Date: 26 November 2019

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

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

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

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

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

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

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

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:

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.

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

AMHU is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation.

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing, skills and care to achieve sound outcomes for people with mental illness. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the RN1 level and support the Assistant Director of Nursing, Clinical Nurse Consultants and Nurse Unit Manager. In this role you will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

This is a full-time position working across AAMHS on a rotating shift roster, including morning, evening and night shifts.

Eligibility/Other Requirements:

Mandatory:

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

Minimum 24 months recent nursing experience in a mental health facility

Desirable:

Post Graduate Qualification in Mental Health Nursing

Clinical leadership experience

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Contact Officer: Monique Fielder (02) 5124 5452 monique.t.fielder@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health

CAMHS Crisis Response Clinician

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 22358)

Gazetted: 14 November 2019

Closing Date: 25 November 2019

Details:

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

Overview of the work area and position

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

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

- Rehabilitation and Speciality Services
- Adult Community Mental Health Services (ACMHS)
- Adult Acute Mental Health Services (AAMHS)
- Alcohol and Drug Services (ADS)
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)

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

Under the direction of the Manager of CAMHS Adolescent Mobile Outreach Service (AMOS), the Crisis Response Clinician (CRC) works primarily as a point of contact for ACT Policing with Child and Adolescent Mental Health Services. The CAMHS CRC is expected to be contactable by ACT Policing Officers Monday – Friday between the hours of 8:30am – 5:00pm. Where indicated, the CAMHS CRC will be available to attend with ACT Policing Officers to assess children or adolescents in the community.

Secondary to the liaison with ACT Policing is working within an assertive outreach framework to support adolescents who have been assessed by CAMHS HLT at The Canberra Hospital or Emergency Assessments in the CAMHS Community Teams. Where indicated, the CAMHS CRC clinician will be available to see adolescents and their families to provide assertive short term support in the community following a crisis presentation to a CAMHS service.

The CAMHS CRC will be a discrete role and position within the CAMHS AMOS Team and will work collaboratively as part of a multidisciplinary team to provide mental health support to ACT Policing, 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.

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

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.

Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service.

Must hold a current driver's licence.

For Psychology:

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

- Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service

Must hold a current driver's licence.

For Social Work:

- Degree in Social Work

- Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service

- Eligibility for membership of the Australian Association of Social Workers.

Must hold a current driver's licence.

Highly desirable for all disciplines:

Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

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

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

Contact Officer: Melina Tsembis (02) 5124 1407 melina.tsembis@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Home Assessment and Acute Response Team (HAART) - Psychologist, Social Work, Occupational Therapist Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 23559)

Gazetted: 14 November 2019

Closing Date: 26 November 2019

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

Overview of the work area and position:

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

MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home. These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

Rehabilitation and Specialty Mental Health Services

This exciting permanent 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 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 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 model of care will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care.

The position reports to a Team Leader who is based on site and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

This is an exciting opportunity for someone who may be interested in 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 the Occupational Therapy Board of Australia.

Eligibility for professional membership of Occupational Therapy Australia.

Minimum of three years, ideally five years, post-qualification experience.

For Psychology:

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

Minimum of three years, ideally five years, post-qualification experience.

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.

Minimum of three years, ideally five years, post-qualification experience.

Other qualifications:

Current driver's licence.

Highly desirable:

Have a strong understanding of working in an adult community mental health service.

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

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police check.

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

Contact Officer: Sandra Hibberd (02) 5124 9152 sandra.hibberd@act.gov.au

Clinical Services

Mental Health Justice Health Alcohol and Drug Services

Adult Community Mental Health Services

Social Worker or Occupational Therapist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 29228)

Gazetted: 14 November 2019

Closing Date: 21 November 2019

Details: 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:

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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 allied health position is based in the Tuggeranong Mental Health Team, a multidisciplinary team in Adult Community Mental Health Services (ACMHS). This 15-month temporary vacancy provides a great opportunity to develop your skills in a community mental health setting. Allied health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new 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/s 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/s will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff at the Health Professional 1 and 2 Levels as

well as students. Importantly the new MoC will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care. The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants). This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

HP3: Minimum of Three years (ideal Five years) post qualification

For Social Work:

Degree in Social Work

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

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

HP3: Minimum of Three years (ideal Five years) post qualification

Prior to commencement successful candidates will be required to:

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*.

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for a period of 15 months.

Contact Officer: Danny Farrow (02) 6205 2777 danny.farrow@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Community Care Program

Specialised Wheelchair and Posture Service Occupational Therapist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 20622)

Gazetted: 14 November 2019

Closing Date: 25 November 2019

Details: Our Vision: creating exceptional health care together

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

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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.

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

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

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

Overview of the Work Area and Position

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: reliable, progressive, respectful and kind.

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of CHS'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.

The Specialised Wheelchair and Posture Seating (SWAPS) Service is based within the Community Care Occupational Therapy team at the Village Creek Health Centre. The SWAPS therapist is a consultative role that provides tertiary level assessment, advice, prescription and review of specialised wheelchairs and/or seating needs for clients with complex needs in conjunction with a client's primary therapist. The service also has a role in providing education and support to other clinicians regarding wheelchair assessment and prescription.

Clients are primarily community based however support for inpatient clients is also provided as required. The successful applicant will work closely with the primary treating therapists, clients, carers, technicians of the Clinical Technology Workshop and suppliers. They are involved in arranging the appropriate trial of wheelchair and seating products, and the fabrication, modification and customisation of wheelchairs and seating systems.

In addition, dependant on caseload, the SWAPS therapist may be required to provide clinical services to clients of the Community Care Occupational Therapy team. The team provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years who may be National Disability Insurance Scheme participants or Commonwealth Home Support Program clientele. Clients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged.

Eligibility/Other Requirements:

Mandatory:

Degree in Occupational Therapy,

Be registered as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA),
Current driver's licence.

Desirable:

Experience in wheelchair and seating assessment and prescription.

Knowledge of pressure mapping.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note:

This is a temporary position available for 12 months with possible extension. Applications from this recruitment process may be used to fill identical positions within the next 12 months. Part time hours may be considered.

Contact Officer: Hayley Roll (02) 5124 1212 hayley.roll@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Occupational Therapy, Psychology, Social Work

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 23316, several)

Gazetted: 14 November 2019

Closing Date: 21 November 2019

Details: Our Vision: Creating exceptional health care together.

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

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory

(ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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

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

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

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

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

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

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:

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

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

These roles 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 and HP2 clinicians.

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

Eligibility/Other Requirements:

For Occupational Therapy:

Mandatory:

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

Eligibility for professional membership of Occupational Therapy Australia

Minimum of three years (ideal five years) post qualification

Must hold a current driver's licence.

For Psychology:

Mandatory

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

(HP3) Minimum of three years (ideal five years) post qualification.

Highly Desirable:

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

For Social Work:

Mandatory

Degree in Social Work.

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

Registration under the ACT Working with Vulnerable People Act 2011.

(HP3) Minimum of three years (ideal five years) post qualification. Must hold a current driver's licence.

Highly desirable for all disciplines:

Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Comply with ACT Health occupational screening requirements related to immunisation

Note:

There are three positions available, one permanent full-time (CAMHS South), one permanent part-time at 22:03 hours per week (CAMHS North) and one temporary part-time at 14:42 hours per week (CAMHS North). The full-time salary noted above will be paid pro rata for the part-time positions. The temporary position is for a period of six months with a possibility of an extension. An order of merit will be established from this process and may be used to fill future identical full-time permanent vacancies in either the North or South Community Teams within a 12 month period. Selection may be based on written application and referee reports only.

Contact Officer: Kalvinder Bains (02) 5124 3252 kalvinder.bains@act.gov.au

Allied Health

Acute Allied Health Services

Physiotherapy

Physiotherapist - Pain Management

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 25524)

Gazetted: 14 November 2019

Closing Date: 22 November 2019

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

- The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- Four Walk-in Centres: which provide free treatment for minor illness and injury.
- Seven community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Overview of the Work Area and Position

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

The Pain Management Unit (PMU) is a public tertiary multidisciplinary outpatient service providing treatment to the population of Canberra and surrounding areas. The multidisciplinary team currently consists of pain physicians and specialists in training, a consultant drug and alcohol psychiatrist and allied health (physiotherapists, clinical psychologists and occupational therapy) nursing and administration staff.

The core business of the PMU is providing outpatient care for clients living with chronic pain. The physiotherapists at the PMU provide group education and intervention sessions, multidisciplinary assessment clinics and one-on-one outpatient appointments, including a specialist Complex Regional Pain Syndrome (CRPS) assessment service. Allied health professionals at the PMU are integral in the delivery of the multidisciplinary pain programs, which currently include a low intensity and medium intensity pain programs. This role involves independently managing administrative duties relevant to the physiotherapy caseload, including all bookings and maintaining waiting lists.

The PMU is a consultative service and includes the Acute Pain Service, which provides inpatient services to The Canberra Hospital, including medical outreach services to wards for the management of complex pain presentations. Physiotherapy may also be requested to consult on the ward in the multidisciplinary care of these patients.

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

The overall functions of the physiotherapist under professional supervision include:

- Promoting positive client outcomes through the provision of high-quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.
- Providing group or individual service delivery.
- Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

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

Eligibility/Other Requirements:

Mandatory:

- Tertiary qualifications (or equivalent) in Physiotherapy.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current driver's licence.

Desirable:

- At least three years' work experience

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

You will be required to participate in an overtime roster. A merit list/pool will be created from this process which may be used to fill vacancies that arise over the next twelve months. Part-time hours will be considered.

Contact Officer: Alison Smith (02) 5124 2154 alison.l.smith@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Childhood Early Intervention Officer

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 20828)

Gazetted: 14 November 2019

Closing Date: 29 November 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

Overview of the Work Area and Position

The clinician will be working within the setting of a multidisciplinary team to provide a high standard of practice in the provision of a school based early intervention- social, emotional and behaviour program for children in primary schools. Under the supervision of the early intervention program coordinator the clinician will collaborate with various schools to develop and deliver services which ensure the consistent early detection, treatment and prevention of emerging severe social, emotional and behavioural difficulties in primary school aged children.

Eligibility/Other Requirements:

For Psychology

Mandatory:

Hold General Registration with the Psychology Board of Australia.

Minimum of 3 years (ideal 5 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 3 years (ideal 5 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 3 years (ideal 5 years) post qualification.

Desirable:

Current driver's licence.

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Charmaine Nicoll (02) 6207 6040 charmaine.nicoll@act.gov.au

Clinical Services

Medicine

Cardiology

Cardiac Scientist (Cardiac Physiologist)

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 12352)

Gazetted: 14 November 2019

Closing Date: 22 November 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

Overview of the Work Area and Position

An exciting position exists as a Cardiac Scientist (Cardiac Physiologist) in the Cardiology Department of the Canberra Hospital. The Cardiology Department is looking for an enthusiastic and motivated Cardiac Scientist to join a busy and exciting team environment. The successful applicant will have significant experience as a Cardiac Scientist involved in providing evidence-based, patient centred care as a part of the provision of invasive and non-invasive cardiology diagnostic testing which is likely to include electrophysiology.

The successful applicant will have the capacity to participate in an on-call roster as required.

Within CHS, the cardiac science profession is part of the Clinical Measurement Science (CMS) disciplines. The other CMS disciplines are sleep science, clinical neurophysiology, and respiratory science. Scientific staff employed across CMS work under a collective vision; Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence. The Clinical Measurement Sciences Competency Framework outlines the knowledge, skills, behaviours and attributes required of all scientific staff in order to fulfil this vision, and aligns with the CHS values of being reliable, progressive, respectful and kind. The competency framework consists of five generic competency domains that allow for consistent application across all of the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and Professional Development. Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management across ACT Health. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements:

Mandatory:

Bachelor of Science, Applied Science or equivalent.

International Board of Heart Rhythm Examiners (IBHRE) accredited or equivalent.

Current driver's licence.

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

Desirable:

Must be able to participate in the on call 24-hours, seven day a week with the ability to return to work within 30 minutes of notification

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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.

Contact Officer: Leah Giles (02) 5124 3731 leah.giles@act.gov.au

Clinical Services

Medicine

Neurology

Senior Clinical Neurophysiology Scientist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 12895)

Gazetted: 14 November 2019

Closing Date: 9 December 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

Overview of the Work Area and Position

The Neurology Department sits within the Division of Medicine and is responsible for providing a Neurology Service to the ACT and surrounding region, including Clinical Neurophysiology Testing. Tests provided by this service are Electroencephalograms, Nerve Conduction Studies, Electromyography, Visual Evoked Potentials, Auditory Evoked Potentials and Somatosensory Evoked Potentials. Electroencephalography is provided across all ages, while the remaining tests are limited to 16 years and older.

Under broad direction you will assist in providing a high level Clinical Neurophysiology Service to the ACT and surrounding region by performing Clinical Neurophysiology testing and assisting with other duties to meet the objectives of the Service. You will assist in providing an evidence based service by participating in research and other quality activities.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications or equivalent in Clinical Neurophysiology, Certificate of practical competence or equivalent in relevant Clinical Neurophysiological testing, eligibility for Accredited membership of the Association of Clinical Neurophysiological Technologists of Australia).

Certificate IV Workplace Trainer and Assessor or equivalent, or working towards attaining this qualification.

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

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

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Contact Officer: Angela Borbelj (02) 5124 4577 angela.borbelj@act.gov.au

Allied Health

Acute Allied Health Services

Physiotherapy

Physiotherapy, Women's Health

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 11969, several)

Gazetted: 14 November 2019

Closing Date: 28 November 2019

Details: Our Vision: creating exceptional health care together

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

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory

(ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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

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

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

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

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

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

Overview of the Work Area and Position

Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. Physiotherapists working in the Women's Health team provide inpatient and outpatient services to women antenatally and postnatally delivering at Centenary Hospital for Women and Children. This includes child birth education groups, antenatal and postnatal exercise groups, postnatal education, Women's Health outpatient musculoskeletal intervention including group and individual musculoskeletal & gynaecological management. Individual postnatal services are for the immediate postnatal period with follow up services provided in the community setting. Gynaecological outpatient care is for women attending a specialist gynaecology clinic at Centenary Hospital for Women and Children.

Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high-quality patient care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. The overall functions of the physiotherapist under professional supervision include:

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

Promoting individual or group service delivery.

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

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

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Physiotherapy.

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

Current driver's licence.

Desirable:

At least three years work experience

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

Comply with CHS credentialing requirements for allied health.

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

Note:

These are temporary positions available for 12 months with the possibility of extension/permanency. You will be required to participate in an overtime roster. Part-time hours will be considered. A merit list/pool will be created from this process that may be used to fill full-time and part-time temporary and permanent vacancies that arise over the next 12 months.

Contact Officer: Kathy Terrell (02) 5124 2154 kathy.terrell@act.gov.au

Medical Services

Pharmacy - TCH

Pharmacy

Rotational Pharmacist

Pharmacist Level 2/3 \$77,356 - \$93,488, Canberra (PN: 32148, several)

Gazetted: 14 November 2019

Closing Date: 30 June 2020

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the work area and position

The Pharmacy sits within the Office of the Executive Director of Medical Services (EDMS) which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

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

The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community".

Eligibility/Other Requirements:

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

Post-registration experience of working within the hospital pharmacy setting.

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

Highly Desirable:

The Society of Hospital Pharmacist of Australia (SHPA) membership.

Completion of the SHPA Foundation Residency Program

Current driver's licence.

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

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

Note: There are several temporary and permanent positions available within the pharmacy. Full time and part time hours will be considered and the full time salary noted above will be paid pro rata. Please submit your application at your earliest convenience. For an informal chat or for further information about the position please don't hesitate to contact the Contact Officer. This position could involve working across multiple CHS sites.

Contact Officer: Hamed Lane (02) 5124 2121 hamed.lane@act.gov.au

Medical Services
Pharmacy - TCH

Pharmacy

Specialist Pharmacist - Intensive Care

Pharmacist Level 2/3 \$77,356 - \$106,178 (up to \$108,952 on achieving personal upgrade), Canberra (PN: 26235, several)

Gazetted: 14 November 2019

Closing Date: 22 November 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

Overview of the work area and position

The Office of the Executive Director of Medical Services (EDMS) includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department supports flexible working arrangements in accordance with the ACT Public Sector Health Professional Enterprise Agreement, supporting both full time and part time work to promote a positive work-life balance. Funding opportunities are accessible, through application, to support learning, development and the advancement of knowledge and skills to support practice and career progression.

The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Work is underway to plan a new Surgical Procedures, Interventional Radiology and Emergency Centre which will transform the acute services delivered at the Canberra Hospital in the near future. This new centre will deliver additional Emergency Department treatment spaces, additional intensive care unit (ICU) beds, as well as including new paediatric ICU beds.

As a highly skilled and experienced clinical pharmacist in the intensive care field the pharmacist will work within a highly engaged multidisciplinary team to deliver a safe, efficacious and patient centred service to patients. This will include working under the broad direction of the Lead Pharmacists and Deputy Directors of Pharmacy and closely with a team of dedicated and skilled technicians and pharmacists to deliver the service.

Eligibility/Other Requirements:

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

Able to demonstrate competency standards at the Consolidation Level for Advanced Pharmacy Practice.

Highly Desirable:

The Society of Hospital Pharmacist of Australia (SHPA) membership.

Membership linked to this area of specialty.

Publication in peer reviewed journals.

Prior to commencement successful candidates may be required to:

Undergo a pre-employment National Police Check.

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

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

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).
Contact Officer: Hamed Lane (02) 5124 2121 hamed.lane@act.gov.au

Clinical Services

University of Canberra Hospital

Centre for Rehabilitation

Neuropsychologist

Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 35641, expected vacancy)

Gazetted: 14 November 2019

Closing Date: 28 November 2019

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

Overview of the work area and position:

An exciting opportunity exists for a Neuropsychologist to join the friendly and supportive Psychology and Counselling team in the Division of Rehabilitation, Aged, and Community Services (RACS). Our team consists of Clinical Neuropsychology, Clinical Psychology, and Rehabilitation Counsellor positions. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings. The successful applicant will provide high quality neuropsychological services across the RACS inpatient and outpatient settings. Services include assessment, feedback, provision of reports, cognitive remediation, service improvements, and education of clients and staff, as required. The caseload consists of: - Rehabilitation (e.g. for adult clients with stroke, traumatic brain injury, MS). - Older adults, including the RACS multidisciplinary memory clinic which is based on the Victorian CDAMS diagnostic model. - Inpatients and outpatients (through the Brindabella Rehabilitation Service). Supervision is available for the PBA registrar program. Supervision is provided by a Senior Clinical Neuropsychologist who is a Psychology Board of Australia (PBA) approved supervisor for Clinical Neuropsychology Area of Practice Endorsement.

The overall functions of the Neuropsychologist will:

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

Provide individual or group service delivery.

Perform normal professional work under general professional guidance.

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

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

Eligibility/Other Requirements:

Mandatory:

Postgraduate Psychology qualification - Masters/Doctoral degree in Neuropsychology.

General Psychology registration with the Psychology Board of Australia via the Australian Health Practitioner Regulation Agency (AHPRA).

To be enrolled in or eligible to enrol in the neuropsychology registrar program for Area of Practice Endorsement in Neuropsychology with the Psychology Board of Australia.

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

Desirable:

Previous experience working in rehabilitation and/or aged care.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

Notes:

This is a fulltime permanent position. It is an expected vacancy, and it is anticipated that this position will become vacant in early 2020. Selection may be made on the basis of written applications alone. This selection process will form an order of merit list should any future positions arise. Group Attraction and Retention Incentive (ARIn):

\$3,881 - \$7,764. Successful applicants may be eligible for the CHS Psychology Group ARIn. Speak to the Contact Officer listed to find out if you could be eligible. Please

Note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework.

Contact Officer: Yu-Lung Chan (02) 5124 0184 yu-lung.chan@act.gov.au

Clinical Services

Chief Operating Officer

Territory Wide Surgical Services

Central Waiting List Officer

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 36786)

Gazetted: 14 November 2019

Closing Date: 21 November 2019

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

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

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

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

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

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

Overview of the work area and position:

This service is managed by the Territory Wide Surgical Services Team, who receives all Request for Admission (RFA's) Forms for listing on the public elective surgery waiting list to ensure consistent and streamlined processing of RFA forms. The Central Waitlist Officer will primarily be responsible for adding patients to the elective surgery waiting list using established policy and procedures. In addition, the successful applicant will be required to provide administrative support to the Central Waitlist team which includes auditing of the Elective Surgery Waiting List and the removal of patients from the waitlist. Applicants should have demonstrated time management skills with the ability to liaise effectively with staff and patients in a busy team environment.

Eligibility/Other Requirements:

Desirable: Experience in the use of the ACT Patient Administration System and a high level of keyboard and administrative skills in a health environment will be highly desirable.

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

Note: This is a temporary position available for six months with possible extension.

Contact Officer: Jelena Gissane (02) 5124 9035 jelena.gissane@act.gov.au

Clinical Services

Mental, Justice

Health Professional - HAART

Health Professional Level 1 \$61,160 - \$80,129, Canberra (PN: 41434)

Gazetted: 14 November 2019

Closing Date: 27 November 2019

Details: Canberra Health Services

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

Overview of the work area and position:

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

MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home. These services include:

- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Justice Health Services
- Rehabilitation and Specialty Mental Health Services

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 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 model of care will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care.

The position reports to a Team Leader who is based on site and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

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

Please Note: this is a temporary position for 12 months, commencement date can be negotiated, however commencement expected to be in late 2019 or early 2020.

Qualifications and experience:

Mandatory Qualifications:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

For Psychology:

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

For Social Work:

Degree in Social Work.

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

Registration under the ACT Working with Vulnerable People Act 2011.

Other qualifications:

Current driver's licence.

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

Comply with ACT Health 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.

Undergo a pre-employment Police check.

Selection Criteria:

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. For more information on how to apply go to

<http://www.health.act.gov.au/employment/how-apply>. For further information about the position and a copy of the performance expectations and jobs demands checklist, please contact the Contact Officer above

Contact Officer: Sandra Hibberd (02) 5124 9152 sandra.hibberd@act.gov.au

Clinical Services

Women, Youth and Children

Central Regional Team

Central School Team Administration Officer

Administrative Services Officer Class 2 \$55,934 - \$61,764, Canberra (PN: 18097)

Gazetted: 14 November 2019

Closing Date: 21 November 2019

Details: Our Vision: Creating exceptional health care together.

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

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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.

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

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

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

Overview of the work area and position

This position sits in the broader Central Regional Team which provides a variety of services for children and young people in the ACT including the School Youth Health Nurse Program, Audiometry Nurse Service, Healthcare Access At School and the Children's Asthma Education Service.

Your position will be within the School Health Team who deliver the High School Immunisation Program, the Kindergarten Health Check and the Year 7 Health Check. The ASO2 position provides a key administrative role, working closely with the administration team and registered nurses to ensure the smooth delivery of these programs. You will be well supported in the role by the ASO3, other ASO2s, program coordinators and the Central Team Manager and Clinical Nurse Consultant.

Year 7 Health Check

The Y7HC is an innovative new school based program that will monitor risk factors for chronic diseases, such as overweight and obesity, and assess the emotional wellbeing of children in the ACT.

School Immunisation Program

High school students in the ACT are offered free vaccinations as part of the national immunisation program in years 7 and 10. The School Health Immunisation team of nurses offers these vaccines at schools with parental consent.

Kindergarten Health Check

Registered Nurses conduct a Kindergarten Health Check at all ACT schools, with parental consent. The

Kindergarten Health Check includes vision, hearing, height, weight and BMI.

Eligibility/Other Requirements:

Mandatory:

Ability to type with speed, efficiency and safety for yourself.

Experience in Microsoft applications; in particular Excel, Word and Outlook.

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for a period of three months with the possibility of extension and/or permanency. This position is part-time at 14:42 hours per week and the full-time salary noted above will be paid pro rata. This role is based at the City Health Centre and days of work will be Monday and Tuesday.

Contact Officer: Mitchel Green (02) 5124 2776 mitchel.green@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Community Care Program

Allied Health Assistant

Allied Health Assistant 2 (Qualified) \$52,820 - \$58,807 (up to 60,556 depending on qualification level), Canberra (PN: 32767, several expected vacancies)

Gazetted: 14 November 2019

Closing Date: 25 November 2019

Details: Our Vision: creating exceptional health care together

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

Overview of the Work Area and Position

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

Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of Canberra Health Service's planned network of health facilities designed to meet the needs of our ageing and growing population.

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

Community Care Physiotherapy services are offered from community health centres and in patient homes across the ACT. The service offers assessment and interventions relating to musculoskeletal pain, acute soft tissue injury, post treatment fractures, dislocations and post orthopaedic surgery.

A limited home visiting domiciliary service is available for patients who are physically/ medically home bound.

Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele.

Eligibility/Other Requirements:

Mandatory

Certificate IV in Allied Health Assistance (Physiotherapy) or recognized equivalent

Current Driver licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check,

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

Comply with CHS credentialing requirements for allied health. 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 offer of employment being made.

Note:

These are expected vacancies. There may be several permanent and temporary including full time, part time and casual positions available from this process.

Contact Officer: Juliana Symonds (02) 5124 1362 juliana.d.symonds@act.gov.au

Clinical Services

Cancer, Ambulatory and Community Health Support

Radiation Oncology

Radiation Therapist Area Supervisor

Radiation Therapist Level 4.2 \$129,602 - \$132,864, Canberra (PN: 11989)

Gazetted: 14 November 2019

Closing Date: 21 November 2019

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

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(ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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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.
- Four Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and Alcohol and Drug Services.

Overview of the work area and position

The Radiation Oncology Department at the Canberra Region Cancer Centre has an exciting opportunity for a highly experienced, dynamic and motivated Radiation Therapist leader.

Working in partnership with both the Director of Radiation Therapy and Deputy Chief Radiation Therapist, this full-time position is responsible for the daily operational management of a designated clinical area of Radiation Oncology such as Radiation Therapy treatment or planning.

The successful occupant will be responsible for provision of effective clinical leadership, implementation of evidence based innovation that supports practice improvement, efficient and safe operational management and the development of both the service and staff.

The Radiation Oncology Department provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The department is currently equipped with the latest technology including four Varian linear accelerators with IGRT/IMRT/Stereotactic options, a dedicated CT Simulator, Eclipse, Pinnacle and iPlan SRS treatment planning systems, ExacTrac imaging system, HDR brachytherapy and ARIA Oncology Information System.

Eligibility/Other Requirements:

Mandatory:

- A recognised tertiary (or equivalent) qualification in Radiation Therapy.
- Unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia.
- ACT Radiation Council Licence to operate radiation emitting apparatus used for Radiation Therapy purposes.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police check.
- Comply with Canberra Health Service credentialing requirements for allied health.
- Comply with Canberra Health Service Occupational Assessment, Screening and Vaccination policy, (OMU).

Note:

This is a temporary position available for a period of 12 months with the possibility of extension. An order of merit will be established for filling identical temporary vacancies within the next 12 months from this process.

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

Quality, Safety, Innovation and Improvement

Quality and Safety Executive

Executive Officer

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 42961)

Gazetted: 14 November 2019

Closing Date: 26 November 2019

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

Overview of the work area and position:

The position of Executive Officer will be required to operate with a high degree of independence and collaborate with representatives from across CHS, stakeholders and the broader ACTPS directorates. The role will report to the Deputy Chief Executive, Canberra Health Services and be part of a great team and have terrific opportunities to work on challenging and complex issues – all of which matter to our local community.

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

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Contact Officer: Dave Pepper (02) 5124 4700 dave.pepper@act.gov.au

Clinical Services

Rehabilitation Aged and Community Services

Allied Health

Community Care Program Allied Health Manager

Health Professional Level 5 \$124,891 - \$140,596, Canberra (PN: 20392)

Gazetted: 14 November 2019

Closing Date: 25 November 2019

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University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

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

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

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

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 Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind. The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of Canberra Health Service's network of health facilities designed to meet the needs of our ageing and growing population. RACS 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:

This senior management position oversees the allied health services in Community Care Program, consisting of Occupational Therapy, Podiatry, Physiotherapy, Nutrition and Social Work services. We aim to maintain/ improve independence and wellbeing by providing assessment and intervention mainly to adults living in the community. Community Care provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele. As a senior manager, the Allied Health Manager works with the Program Director on strategic input and support for Divisional and organisational goals. The Allied Health Manager ensures the effective and efficient delivery of allied health services in the Program.

Eligibility/Other Requirements

Mandatory:

Degree or equivalent in an Allied Health profession,

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

Current driver's licence. Please note prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Comply with Canberra Health Services credentialing requirements for allied health.

Note: This is a temporary position available for six 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 Canberra Health Services 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: Todd Kaye (02) 5124 0017 todd.kaye@act.gov.au

Infrastructure and Health Support Services

Business Support

Supply Services

Assistant Director Supply Services

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 29237)

Gazetted: 14 November 2019

Closing Date: 26 November 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

Overview of the Work Area and Position

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

Logistic Support Services is a section within Infrastructure and Health Support Services (I&HSS). The function of the Logistic Support Services includes Domestic & 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.

To manage all aspects of supply chain functions within ACT Health, including but not limited to all aspects of purchasing, warehousing and distribution function, security, accounting, stocktaking and financial management in a safe, efficient and professional manner. The successful candidate will be required to work within Supply Services, based at Mitchell.

Eligibility/Other Requirements:

Desirable:

Current driver's license.

Experience in a procurement.

Warehousing environment and relevant work experience highly desired.

Tertiary qualifications desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for a period of 12 months with the possibility of extension. Permanent officers will be considered for a temporary vacancy in the first instance. Where a suitable permanent officer can undertake a temporary role, this must take precedence over a temporary employee undertaking that role. Refer *section 106 Public Sector Management Act*. This recruitment process may be used for vacancies to fill a position for up to 12 months.

Contact Officer: Jeanne Mclauchlan 0403 973 251 jeanne.mclauchlan@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Legal Policy Officer

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 45520)

Gazetted: 14 November 2019

Closing Date: 28 November 2019

Details: 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, Alcohol and Drug Services.

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:

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 Legal Policy Officer will provide support and advice to Justice Health Directors on a broad range of operational and administrative matters including submissions and working with other ACT Government agencies to achieve positive legislative outcomes. The 2 key initial tasks will be to provide recommendations for legislative pathways for patients with forensic mental health issues, develop and recommend court diversion pathways and review Justice Health Service's compliance against the various legislative frameworks it operates under.

Eligibility/Other Requirements:

Highly Desirable

A degree in law from an Australian tertiary institution or comparable overseas qualification

Relevant qualifications and experience in human services legal policy review and development.

An understanding of the Human Rights Act 2004 and the criminal justice system

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note

This is temporary position available for 12 months with possible extension.

Contact Officer: Dannielle Nagle (02) 5124 1845 dannielle.nagle@act.gov.au

Medical Services

Pharmacy TCH

Pharmacy Services

Lead Pharmacist

Pharmacist Level 4 \$112,334 - \$120,933, Canberra (PN: 28945, several)

Gazetted: 14 November 2019

Closing Date: 26 November 2019

Details: Our Vision: creating exceptional health care together

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

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.

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

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

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

Overview of the work area and position

The Office of the Executive Director of Medical Services (EDMS) includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department supports flexible working arrangements in accordance with the ACT Public Sector Health Professional Enterprise Agreement, supporting both full time and part time work to promote a positive work-life balance. Funding opportunities are accessible, through application, to support learning, development and the advancement of knowledge and skills to support practice and career progression.

The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Work is underway to plan a new Surgical Procedures, Interventional Radiology and Emergency Centre which will transform the acute services delivered at the Canberra Hospital in the near future. This new centre will deliver additional Emergency Department treatment spaces, theatres, additional intensive care unit (ICU) beds, as well as including new paediatric ICU beds.

The responsibility of this position is to provide leadership, management, and coordination of the clinical pharmacy services to a defined clinical directorate area, in accordance with the skills and experience of the individual. This position includes advanced clinical, education, research and quality improvement roles. As a highly skilled and experienced clinical pharmacist in a defined area of practice the Lead Pharmacist will work within a multidisciplinary team to deliver a safe, efficacious and patient centred service to patients. This will include working under the broad direction of the Deputy Director of Pharmacy (Clinical), and closely with a team of dedicated and skilled technicians and pharmacists to deliver the service. As the department redesigns the clinical pharmacy service to optimise patient care, opportunities are available across a range of clinical directorate areas such as medicine, surgery, mental health, justice health and alcohol and drug services, as well as emergency and critical care.

Eligibility/Other Requirements

Mandatory

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Able to demonstrate competency standards at the Consolidation Level for Advanced Pharmacy Practice, including postgraduate qualifications in Clinical Pharmacy, Management, Education or Research, or extensive experience deemed equivalent.

Significant experience of working within a defined clinical specialty area.

Highly Desirable:

The Society of Hospital Pharmacist of Australia (SHPA) membership.

Membership linked to area of specialty.

Research experience and/or publication in peer reviewed journals.

Publication in peer reviewed journals.

Prior to commencement successful candidates may be required to:

Undergo a pre-employment National Police check.

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

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

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

Contact Officer: Hamed Lane (02) 5124 2121 hamed.lane@act.gov.au

Clinical Services

Mental Health Justice Health Alcohol and Drug Services

Child and Adolescent Mental Health Service (CAMHS)

Specialist Youth Mental Health Outreach Nurse

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 13423)

Gazetted: 14 November 2019

Closing Date: 21 November 2019

Our Vision: Creating exceptional health care together.

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

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:

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

Overview of the work area and position

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)

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. The Specialist Youth Mental Health Outreach Registered Nurse position works 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. The Specialist Youth Mental Health Outreach Registered Nurse is 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.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current driver's licence.

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 National Police check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious disease.

Note

This is a temporary position available for 10 months with possible extension. An order of merit may be established to fill future permanent and temporary vacancies at level, which may arise over the next 12 months. The Registered Nurse for Specialist Youth Mental Health Services will be required to work rotating shifts including weekends, after-hours and public holidays.

Contact Officer: Laura Dawel (02) 5124 2975 laura.dawel@act.gov.au

Clinical Services

Critical Care

Intensive Care Unit

Clinical Care Coordinator

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 22283)

Gazetted: 14 November 2019

Closing Date: 29 November 2019

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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

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

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

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

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

Overview of the work area and position:

The Intensive Care Unit is a 31 bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS. The unit satisfies College requirements for training in Neurosurgery, Cardiothoracic Surgery and Trauma. The unit participates in local, national and international multi-disciplinary and multi-centre research, and has a strong commitment to teaching. The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650,000. It is a modern 670+ bed hospital providing most major medical and surgical sub-specialty services. This position provides high level support in coordinating and managing the patient flow in the Intensive Care Unit to facilitate timely access to critical care beds. Applicants should be self-motivated and be able to work under minimal direct supervision. There is an expectation that the successful applicant will coordinate and participate in the delivery of clinical supervision, as well as maintain accountability for their own practice standards, education activities delegated to others, and the guidance and development of Intensive Care Unit nursing staff.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

Has demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years.

Holds or progressing towards a tertiary qualification at Masters Level.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note

This is a temporary position available for a period of 12 months.

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

Clinical Services

Surgery

Surgical Bookings

Elective Surgery Liaison Nurse

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 21961)

Gazetted: 14 November 2019

Closing Date: 21 November 2019

Details: Our Vision: creating exceptional health care together

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

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University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. Four Walk-in Centres: which provide free treatment for minor illness and injury.

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

Overview of the Work Area and Position

The Division of Surgery is responsible for delivering inpatient and outpatient surgical services to 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, specialist surgical ward areas, Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

As part of the Division of Surgery, the Elective Surgery Liaison Nurse is an integral part of the Surgical Bookings team. In this position you will work autonomously and in collaboration with the surgical team, anaesthetic team and pre-admission clinic team to manage and schedule patient's waiting on the elective surgery waiting list for surgery.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Advanced knowledge and experience within a surgical area

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

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

Contact Officer: Nicole Larkin (02) 6204 2601 nicole.larkin@act.gov.au

Clinical Services

Cancer and Ambulatory Services

Ambulatory Care

Advanced Practice Nurse (APN) - Plastics

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 36728)

Gazetted: 14 November 2019

Closing Date: 21 November 2019

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

Overview of the work area and position:

The Central Outpatients Department provides clinical and administrative support for specialist outpatient services.

The Outpatients Plastics Service is a tertiary level service providing trauma and pre and post-operative assessment, review and treatment of a range of plastic surgery related conditions in the outpatient setting. The service is

provided by Visiting Medical Officers supported by registrars and junior doctors. The service is a high volume, high demand service.

This position will work collaboratively with the medical team and relevant allied health personnel to provide an efficient and effective outpatient plastics service. The role will develop and implement pathways for outpatient plastics care including specific advanced nursing care, provide nurse led care and assist in the overall running of the service.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post graduate qualifications in advanced nursing in plastics, wound care or a relevant field.

Project Management qualifications or experience or desire to gain knowledge in supporting clinical operations

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This is a temporary position available for six months.

Contact Officer: Anne Douglas 62444019 / 0466474468 anne.douglas@act.gov.au

Office of CEO

Government and Communications

Media and Strategic Communications

Directorate Liaison Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44620)

Gazetted: 14 November 2019

Closing Date: 26 November 2019

Details: The Canberra Health Services (CHS) vision is creating exceptional health care together. Our role is to be a health service that is trusted by our community. We are focused on the delivery of high quality, effective, person-centred care. CHS 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. CHS administers a range of publicly funded health facilities, programs and services including but not limited to:

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

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

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

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

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

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

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

Overview of the work area and position:

As a team within the Communications and Government Relations Branch, Government Relations provides operational and strategic support to the health Ministers' Offices, the Chief Executive Officer and CHS staff on ministerial and government business including matters relating to the Legislative Assembly and ministerial requests.

The Directorate Liaison Officer (DLO) is based in the ACT Legislative Assembly and reports to the Assistant Director, Ministerial and Assembly Liaison, Communications and Government Relations.

The DLO is required to facilitate and support direct communications and policy advice between CHS and the Minister for Health and Minister for Mental Health Offices, and other Offices of Ministers as necessary. The DLO is also required to provide specialist advice and assistance in coordinating matters relating to Cabinet processes, the Legislative Assembly processes, constituent meetings and functions. The position will have day to day contact with

all levels of directorate officers, requiring well developed relationship management skills, a high degree of sensitivity, as well as a highly responsive approach in responding to tight deadlines.

Eligibility/Other Requirements:

Desirable

An understanding of Cabinet, Assembly, and machinery of government processes would be desirable.

Previous experience in utilising HPE Content Manager (TRIM)

Note

This is a temporary position available for 12 months.

Contact Officer: Scott Howard (02) 5124 9526 scott.e.howard@act.gov.au

Major Projects Canberra

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

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

Project Development and Support

Finance

Chief Financial Officer

Senior Officer Grade A \$145,048, Canberra (PN: 39435)

Gazetted: 12 November 2019

Closing Date: 26 November 2019

Details: Major Projects Canberra was established on 1 July 2019 to lead the procurement and delivery of the Territory's infrastructure program. It has two main components: 1. Procuring and delivering infrastructure projects designated by the Chief Minister into Major Projects Canberra. Typically those designated projects will have significant complexity and scale. Major Projects Canberra will bear budget accountability for those projects and have accountability to the relevant Minister responsible for those projects. The first projects designated into Major Projects Canberra are the SPIRE Canberra Hospital project and City to Woden light rail (as well as finalisation of the Light Rail Stage 1 delivery phase); and 2. Delivering other whole-of-government infrastructure projects in partnership with other Directorates. Led by the Chief Projects Officer, Major Projects Canberra reports to the Head of Service and is accountable directly to the Treasurer and the relevant Ministers. Finance supports Major Projects Canberra through the provision of a financial management and governance including, but not limited to: Provision of strategic and operational financial support and advice in accordance with the *ACT Financial Management Act 1996*; Development and allocation of internal and external budgets, including coordination of the Agency's input into development of the ACT Government's annual budget papers; Preparation of financial performance reports for the Agency; Accounts receivable and accounts payable processing; Development and maintenance of financial management information systems and processes; and Preparation of the Agency's annual financial statements. As a member of the Project Development and Corporate Support team, this position is responsible for providing leadership to the team responsible for supporting the Financial Management of Major Projects Canberra. This position is a senior management role leading a team that provides high level specialist advice to the Chief Projects Officer and the Executive Team on a diverse range of financial issues. The position is responsible for delivery of a range of financial accountability functions within Major Projects Canberra including the oversight of budget preparation, financial reporting, financial analysis and planning and adherence to the *Financial Management Act*.

Eligibility/Other Requirements: Relevant tertiary qualifications in a business related discipline. CIMA, CPA or ICA membership is highly desirable.

How to Apply: If the above sounds like you and you want to be part of a dynamic and dedicated team please submit a two page pitch addressing your suitability for the role against the Professional/Technical skills and Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Damon Hall (02) 6207 0058 damon.hall@act.gov.au

Infrastructure Delivery Partners

Social Project Management

Project Manager

Infrastructure Officer 4 \$125,969 - \$143,118, Canberra (PN: 33784)

Gazetted: 13 November 2019

Closing Date: 25 November 2019

Details: Do you want to be part of a team delivering important social infrastructure projects, working with a diverse range of people? Do you have project, risk and contract management knowledge for the procurement and delivery of medium to high risk architectural and engineering projects within time, cost and scope targets and multi task in a fast paced and dynamic environment? If you can engage with a diverse range of people (both writing and orally) please apply as we would love to meet you. These are significant and important roles that will engage with stakeholders across our community and provide the opportunity to truly make a difference for the ACT and the surrounding region.

Eligibility/Other Requirements: Mandatory: A Degree or Diploma in a relevant technical field (Engineering, Architecture, Project Management or Construction Management) and demonstrated relevant experience and/or trade certification with significant building and infrastructure and/or project management experience. Desirable: Specific expertise in electrical and mechanical infrastructure project delivery is highly desirable. Experience in the delivery of health and/or justice and/or community safety infrastructure projects.

Note: This is a temporary position available for up to 12 months with possibility of permanency. Selection may be based on application and referee reports only. A merit pool may be established to fill future vacancies at level over the next 12 months.

How to Apply: If the above sounds like you and you want to be part of a dynamic and dedicated team please submit a two page pitch addressing your suitability for the role, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Babita Busic (02) 5124 7399 babita.busic@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 5 \$78,197 - \$82,771

Sameer Gupta 858-72499, Section 68(1), 11 November 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Zach Smith 858-73184, Section 68(1), 14 November 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Yangkyi Tenzin 858-58291, Section 68(1), 11 November 2019

Information Technology Officer Class 1 \$68,204 - \$77,639

Alexander Turner 863-41921, Section 68(1), 14 November 2019

Community Services

Senior Officer Grade C \$106,043 - \$114,146

Malcolm Eastley 863-41913, Section 68(1), 11 November 2019

Education

School Assistant 2/3 \$47,563 - \$57,998

Ryan McDermott 849-16162, Section 68(1), 14 November 2019

School Assistant 3 \$53,889 - \$57,998

Lauren Samson 858-25350, Section 68(1), 4 November 2019

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$84,257 - \$96,430

Matthew Drennan 858-73037, Section 68(1), 6 November 2019

Senior Officer Grade C \$106,043 - \$114,146

Eliza Hopkins 853-80240, Section 68(1), 5 November 2019

Senior Officer Grade B \$124,891 - \$140,596

Alexandra Roden 785-36614, Section 68(1), 7 November 2019

Health

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

Anindita Das, 862-10315 Section 68(1), 4 November 2019

Independent Competition and Regulatory Commission

Senior Officer Grade B \$124,891 - \$140,596

Irina Umbach 863-14341, Section 68(1), 11 November 2019

Justice and Community Safety

Administrative Services Officer Class 5 \$78,197 - \$82,771

Jesse Dichristofaro 858-52084, Section 68(1), 6 November 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Elise Garrity 858-75454, Section 68(1), 8 November 2019

Administrative Services Officer Class 5 \$78,197 - \$82,771

Sajid Howlader 863-41702, Section 68(1), 11 November 2019

Transport Canberra and City Services

Bus Operator - Training \$68,960

Victor Amsteins 863-13971, Section 68(1), 9 November 2019

Bus Operator - Training \$68,960

Katrina Cornish 863-14595, Section 68(1), 9 November 2019

Bus Operator - Training \$68,960

Rodney Eddie 863-14544, Section 68(1), 9 November 2019

Bus Operator - Training \$68,960

Zelko Sabol 863-41948, Section 68(1), 9 November 2019

Bus Operator - Training \$68,960

Jennifer Smith 863-14608, Section 68(1), 9 November 2019

Administrative Services Officer Class 5 \$78,197 - \$82,771

Sara Thomsen 858-69003, Section 68(1), 11 November 2019

Suburban Land Agency

Senior Officer Grade C \$106,043 - \$114,146

Samantha McDonald 863-13306, Section 68(1), 17 October 2019

Canberra Health Services

Registered Nurse Level 1 \$67,078 - \$89,604

Ashleigh Carroll 859-51584, Section 68(1), 11 November 2019

Registered Nurse Level 1 \$67,078 - \$89,604

April Dunn 857-44243, Section 68(1), 14 November 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Katherine Ferrer 862-11342, Section 68(1), 14 November 2019

Administrative Services Officer Class 3 \$63,374 - \$68,204

Jacob Gillespie 861-31166, Section 68(1), 11 November 2019

Registered Midwife Level 2 \$93,151 - \$98,728

Brenda Glover 863-40662, Section 68(1), 28 November 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Alison Grattan 862-63273, Section 68(1), 14 November 2019

Registered Nurse Level 2 \$93,151 - \$98,728

Chrystal Harriss 862-09218, Section 68(1), 18 November 2019

Health Professional Level 2 \$65,216 - \$89,528

Bella Insch 863-40670, Section 68(1), 14 November 2019

Administrative Services Officer Class 3 \$63,374 - \$68,204

Angela Korbl 853-58879, Section 68(1), 7 November 2019

Registered Nurse Level 1 \$67,078 - \$89,604

April Lucena 859-52392, Section 68(1), 11 November 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Magdalen Maher 861-32839, Section 68(1), 11 November 2019

Registered Nurse Level 2 \$93,151 - \$98,728

Melissa Olave 861-31668, Section 68(1), 13 November 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Jared Ross 820-96631, Section 68(1), 11 November 2019

ACT Health

Health Service Officer Level 3 \$51,072 - \$52,732

Kaniz Fatema 853-62333, Section 68(1), 7 November 2019

Senior Officer Grade C \$106,043 - \$114,146

Brian Lawless 858-62856, Section 68(1), 14 November 2019

Pharmacist Level 2/3 \$77,356 - \$106,178 (up to \$108,952 on achieving personal upgrade)

Shallwin Thazheleth Varghese 863-41681, Section 68(1), 11 November 2019

Major Projects Canberra

Administrative Services Officer Class 5 \$78,197 - \$82,771

Kayla Camaggi 863-42027, Section 68(1), 11 November 2019

Administrative Services Officer Class 5 \$78,197 - \$82,771

Stefanie Packard 863-42051, Section 68(1), 11 November 2019

TRANSFERS

Chief Minister, Treasury and Economic Development

Amanjeet Singh: 835-70649

From: Information Technology Officer Class 2 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development, Canberra (PN. 14573) (Gazetted 23 May 2019)

PROMOTIONS

Canberra Institute of Technology

Education and Training Services

Health Community and Science

Science

Michelle Flatt: 820-71098

From: Teacher Level 1 \$74,437 - \$99,320

Canberra Institute of Technology

To: †Manager Education Level 1 \$122,965

Canberra Institute of Technology, Canberra (PN. 51875) (Gazetted 10 October 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.

Industry Engagement and Strategic Relations

Strategic Growth

Jayne Miller: 767-72672

From: Teacher Level 1 \$74,437 - \$99,320

Canberra Institute of Technology

To: †Senior Officer Grade A \$145,048

Canberra Institute of Technology, Canberra (PN. 55563) (Gazetted 16 September 2019)

Education and Training Services

Student and Academic Services

Education Services

Elizabeth (Sarah) Seymour: 817-42048

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Canberra Institute of Technology

To: †Senior Officer Grade C \$106,043 - \$114,146

Canberra Institute of Technology, Canberra (PN. 54563) (Gazetted 8 November 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

Corporate Services

Student Information Management Systems

Charaka Chathuranga Vithana: 848-81975

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Canberra Institute of Technology

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Canberra Institute of Technology, Canberra (PN. 41890) (Gazetted 8 November 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

Education and Training Services

Joanna Waldren: 785-33050

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Canberra Institute of Technology

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Canberra Institute of Technology, Canberra (PN. 55297) (Gazetted 3 October 2019)

Chief Minister, Treasury and Economic Development

Shared Services

Technology Services

Technical Service Delivery

Sara Bensley: 748-54666

From: Senior Information Technology Officer Grade C \$106,043 - \$114,146

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade B \$124,891 - \$140,596

Chief Minister, Treasury and Economic Development, Canberra (PN. 14679) (Gazetted 5 September 2019)

Revenue Management

Compliance

Debt

Alicia Curtis-Cocks: 844-76312

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$106,043 - \$114,146

Chief Minister, Treasury and Economic Development, Canberra (PN. 03822) (Gazetted 1 August 2019)

Property and Venues

Venues Canberra

EPIC

Amal Davis: 846-97190

From: Senior Officer Grade C \$106,043 - \$114,146

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$124,891 - \$140,596

Chief Minister, Treasury and Economic Development, Canberra (PN. 55395) (Gazetted 1 October 2019)

Access Canberra

Projects, Governance and Support

Finance and Budgets

Bei Hu: 797-70066

From: Senior Officer Grade C \$106,043 - \$114,146
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade B \$124,891 - \$140,596
Chief Minister, Treasury and Economic Development, Canberra (PN. 44240) (Gazetted 2 September 2019)

Shared Services

Payroll and HR Systems

Payroll

Amanda Wilson: 755-27958

From: Senior Officer Grade B \$124,891 - \$140,596
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade A \$145,048
Chief Minister, Treasury and Economic Development, Canberra (PN. 09751) (Gazetted 25 September 2019)

Community Services

Housing ACT

Client Services

Tenant Experience

Pauline Bunn: 835-71334

From: Administrative Services Officer Class 4 \$70,359 - \$76,184
Community Services
To: †Administrative Services Officer Class 5 \$78,197 - \$82,771
Community Services, Canberra (PN. 09267) (Gazetted 30 July 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.

Housing ACT

Client Services

Tenant Experience

Samuel Colosimo: 858-70055

From: Administrative Services Officer Class 3 \$63,374 - \$68,204
Community Services
To: †Administrative Services Officer Class 5 \$78,197 - \$82,771
Community Services, Canberra (PN. 09086) (Gazetted 30 July 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.

Office of the Director General

Executive

Rebecca Everest: 853-81032

From: Senior Officer Grade C \$106,043 - \$114,146
Community Services
To: †Senior Officer Grade C/Senior Officer Grade B \$106,043 - \$140,596
Community Services, Canberra (PN. 45625) (Gazetted 15 August 2019)

Housing ACT

Client Services

Tenant Experience

Elizabeth Mitford-Burgess: 846-97019

From: Administrative Services Officer Class 3 \$63,374 - \$68,204
Community Services
To: †Administrative Services Officer Class 5 \$78,197 - \$82,771
Community Services, Canberra (PN. 26174) (Gazetted 30 July 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.

Housing ACT

Infrastructure and Contracts

Asset Planning

Kate Thompson: 820-86548

From: Senior Officer Grade C \$106,043 - \$114,146

Community Services

To: †Senior Officer Grade B \$124,891 - \$140,596

Community Services, Canberra (PN. 35155) (Gazetted 2 April 2019)

Education

School Performance and Improvement Division

Andrew Crossman: 843-35528

From: Building Service Officer 2 \$58,001 - \$60,637

Education

To: †Building Service Officer 3 \$67,752 - \$71,593

Education, Canberra (PN. 44132) (Gazetted 14 October 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

Tuggeranong Network

Gilmore Primary School

Sarah Grainger: 817-93742

From: Classroom Teacher \$71,113 - \$106,448

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 18444) (Gazetted 6 September 2019)

Business Services

Infrastructure and Capital Works

Major Projects

Phillip Morton: 799-90560

From: Infrastructure Officer 2 \$84,359 - \$97,055

Education

To: †Infrastructure Officer 3 \$106,288 - \$116,675

Education, Canberra (PN. 45179) (Gazetted 2 September 2019)

Deputy Director General

Christina Myers: 846-93421

From: Senior Officer Grade C \$106,043 - \$114,146

Education

To: †Senior Officer Grade B \$124,891 - \$140,596

Education, Canberra (PN. 37546) (Gazetted 26 July 2019)

School Performance and Improvement

Belconnen Network

Kingsford Smith School

Shauna O'Halloran: 827-45531

From: School Assistant 2 \$47,563 - \$52,519

Education

To: Administrative Services Officer Class 4 \$70,359 - \$76,184

Education, Canberra (PN. 45247) (Gazetted 4 October 2019)

Office for Schools

South and Weston Network

Melrose High School

Susan Scott: 766-16012

From: Administrative Services Officer Class 6 \$84,257 - \$96,430
Education

To: †Senior Officer Grade C \$106,043 - \$114,146
Education, Canberra (PN. 43594) (Gazetted 13 February 2019)

School Performance and Improvement

Tuggeranong Network

Caroline Chisholm School

Smriti Sharma: 824-61651

From: Classroom Teacher \$71,113 - \$106,448
Education

To: †School Leader C \$122,856
Education, Canberra (PN. 37544) (Gazetted 5 September 2019)

Environment, Planning and Sustainable Development

Environment

Parks and Conservation Service

Various

Katrina Boyd: 782-06623

From: Senior Park Ranger 3 \$78,197 - \$82,771
Environment, Planning and Sustainable Development

To: Technical Officer Level 4 \$84,257 - \$96,430
Environment, Planning and Sustainable Development, Canberra (PN. 45383) (Gazetted 15 August 2019)

Environment

Parks and Conservation Service

Various

Wade Young: 820-78484

From: Senior Park Ranger 3 \$78,197 - \$82,771
Environment, Planning and Sustainable Development

To: Technical Officer Level 4 \$84,257 - \$96,430
Environment, Planning and Sustainable Development, Canberra (PN. 37540) (Gazetted 15 August 2019)

Justice and Community Safety

Parliamentary Counsel's Office

Margaret Cotton: 704-29312

From: Assistant Parliamentary Counsel 1 \$61,785 - \$124,436
Justice and Community Safety

To: †Assistant Parliamentary Counsel 2 \$135,195 - \$140,752
Justice and Community Safety, Canberra (PN. 45748) (Gazetted 25 March 2019)

ACT Corrective Services

Detainee Services

James Hayes: 858-60201

From: Correctional Officer Class 1 \$60,694 - \$72,377
Justice and Community Safety

To: Administrative Services Officer Class 6 \$84,257 - \$96,430
Justice and Community Safety, Canberra (PN. 14914) (Gazetted 16 September 2019)

Parliamentary Counsel's Office

Robyn Kahonde: 787-13617

From: Senior Officer Grade B \$124,891 - \$140,596
Justice and Community Safety
To: †Assistant Parliamentary Counsel 2 \$135,195 - \$140,752
Justice and Community Safety, Canberra (PN. 42912) (Gazetted 25 March 2019)

Legislation, Policy and Programs

Civil Law

Kelly Lokan: 844-82202

From: Administrative Services Officer Class 5 \$78,197 - \$82,771
Justice and Community Safety
To: †Senior Officer Grade C \$106,043 - \$114,146
Justice and Community Safety, Canberra (PN. 42774) (Gazetted 20 September 2019)

Transport Canberra and City Services

City Services

Territory and Business Services

Capital Linen Service

Ryan Nebre: 848-65908

From: Capital Linen Service Band 1 \$47,059 - \$48,945
Transport Canberra and City Services
To: Capital Linen Service Band 5 \$69,157 - \$76,409
Transport Canberra and City Services, Canberra (PN. 27232) (Gazetted 8 October 2019)

City Services

City Presentation

Place Management/Planning and Programs

Daniel Patterson: 793-07389

From: General Service Officer Level 5/6 \$55,097 - \$60,637
Transport Canberra and City Services
To: †Administrative Services Officer Class 2 \$55,934 - \$61,764
Transport Canberra and City Services, Canberra (PN. 17747) (Gazetted 23 August 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.

Transport Canberra

Transport Canberra Operations

Workplace Health and Safety

Keaka Dennis-Marshall: 858-57029

From: Administrative Services Officer Class 1 \$49,703 - \$54,678
Transport Canberra and City Services
To: †Administrative Services Officer Class 2 \$55,934 - \$61,764
Transport Canberra and City Services, Canberra (PN. 42665) (Gazetted 13 November 2019)
Note: This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Suburban Land Agency

Program Solutions

Community Development and Engagement

Elissa Singer: 853-50922

From: Administrative Services Officer Class 5 \$78,197 - \$82,771
Environment, Planning and Sustainable Development
To: Administrative Services Officer Class 6 \$84,257 - \$96,430
Suburban Land Agency, Canberra (PN. 41115) (Gazetted 19 September 2019)

Built Form and Divestment

Teagan Valeri: 858-78591

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 3 \$106,288 - \$116,675

Suburban Land Agency, Canberra (PN. 45389) (Gazetted 1 October 2019)

Canberra Health Services

Clinical Services

Catherine Burns: 786-45298

From: Registered Nurse Level 4.3 \$137,840

Canberra Health Services

To: †Registered Nurse Level 5.5 \$164,734

Canberra Health Services, Canberra (PN. 12127) (Gazetted 25 July 2019)

Allyson Calvin: 747-06153

From: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services

To: †Registered Nurse Level 3.2 \$120,730

Canberra Health Services, Canberra (PN. 17661)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

Clinical Services

Liam Caswell: 858-71680

From: Registered Nurse Level 3.1 \$106,795 - \$111,190

Canberra Health Services

To: †Registered Nurse Level 3.2 \$120,730

Canberra Health Services, Canberra (PN. 22402) (Gazetted 13 June 2019)

Canberra Hospital and Health Services

Isabella Croke: 848-75401

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Canberra Health Services, Canberra (PN. 42559) (Gazetted 3 October 2019)

Clinical Services

Pretoria Dunn: 858-79324

From: Registered Midwife Level 1 \$67,078 - \$89,604

Canberra Health Services

To: Registered Midwife Level 1 \$67,078 - \$89,604

Canberra Health Services, Canberra (PN. 20489) (Gazetted 4 July 2019)

Clinical Services

Judith Knight: 789-45266

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Canberra Health Services

To: †Senior Officer Grade C \$106,043 - \$114,146

Canberra Health Services, Canberra (PN. 19025) (Gazetted 5 September 2019)

Clinical Services

Sally Nolan: 795-5635

From: Registered Nurse Level 1 \$67,078 - \$89,604
Canberra Health Services
To: Registered Nurse Level 2 \$93,151 - \$98,728
Canberra Health Services, Canberra (PN. 26528) (Gazetted 12 September 2019)

Clinical Services

Katherine O'Brien: 752-27883

From: Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade)
Canberra Health Services
To: †Health Professional Level 4 \$106,043 - \$114,146
Canberra Health Services, Canberra (PN. 29656) (Gazetted 5 September 2019)

Clinical Services

Kathryn Owen: 853-58924

From: Administrative Services Officer Class 6 \$84,257 - \$96,430
Canberra Health Services
To: †Senior Officer Grade C \$106,043 - \$114,146
Canberra Health Services, Canberra (PN. 36081) (Gazetted 5 September 2019)

Clinical Services

Meika Smith: 845-21291

From: Registered Midwife Level 1 \$67,078 - \$89,604
Canberra Health Services
To: Registered Midwife Level 2 \$93,151 - \$98,728
Canberra Health Services, Canberra (PN. 24095) (Gazetted 4 July 2019)

Clinical Services

Julia Wellington: 84-434489

From: Registered Nurse Level 1 \$67,078 - \$89,604
Canberra Health Services
To: Registered Nurse Level 2 \$93,151 - \$98,728
Canberra Health Services, Canberra (PN. 22658) (Gazetted 12 September 2019)

ACT Health

Corporate and Governance

Governance and Risk

Governance and Compliance

Ziad Ajaj: 848-75209

From: Administrative Services Officer Class 4 \$70,359 - \$76,184
ACT Health
To: Administrative Services Officer Class 6 \$84,257 - \$96,430
ACT Health, Canberra (PN. 44204) (Gazetted 25 September 2019)

Corporate Services

Digital Solutions Division

Future Capability and Governance

Max Ferguson: 836-54324

From: Administrative Services Officer Class 2/3 \$55,934 - \$68,204
Canberra Health Services
To: Administrative Services Officer Class 4 \$70,359 - \$76,184
ACT Health, Canberra (PN. 13798) (Gazetted 20 September 2019)

Corporate Services

Digital Solutions Division

Digital Health Record Program

Ashleigh Savage: 846-91282

From: Senior Officer Grade C \$106,043 - \$114,146

Canberra Health Services

To: †Senior Officer Grade B \$124,891 - \$140,596

ACT Health, Canberra (PN. 45659) (Gazetted 2 July 2019)

Major Projects Canberra

Infrastructure Delivery Partners

Commercial Project Management

Jordon Beaton: 853-18295

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Major Projects Canberra

To: Infrastructure Officer 2 \$84,359 - \$97,055

Major Projects Canberra, Canberra (PN. 21911) (Gazetted 20 June 2019)

Project Development and Support

Fiona Johnston: 827-57727

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Major Projects Canberra, Canberra (PN. 45648) (Gazetted 10 September 2019)

CORRIGENDA

Environment, Planning and Sustainable Development

Naryia Lina Alkasem Veloz AGS: 858-77345

Appointment incorrectly notified in Gazette of 29 August 2019.

Date of effect is 16 September 2019